



**Council Meeting  
April 21, 2026 at 9:00 a.m.  
Council Chamber, Wawanesa, MB.**

**CALL TO ORDER** – 9:00 a.m.

**LAND ACKNOWLEDGEMENT**

The Municipality of Oakland-Wawanesa would like to acknowledge and recognize that we are operating on Treaty 1 and Treaty 2 lands being the original territory of the Anishinaabe and Dakota Nations and the homeland of the Metis Nation.

**ADOPTION OF THE AGENDA**

BE IT RESOLVED that the agenda for the April 21, 2026 meeting be accepted as presented.

**CONFIRMATION OF MINUTES**

BE IT RESOLVED that the minutes of the March 17, 2026 regular meeting of Council be hereby approved as circulated.

BE IT RESOLVED that the minutes of the March 17, 2026 special meeting of Council be hereby approved as circulated.

BE IT RESOLVED that the minutes of the March 27, 2026 special meeting of Council be hereby approved as circulated.

BE IT RESOLVED that the minutes of the March 31, 2026 special meeting of Council be hereby approved as circulated.

BE IT RESOLVED that the minutes of the April 2, 2026 special meeting of Council be hereby approved as circulated.

**FINANCE**

**General Account**

BE IT RESOLVED that the April 14, 2026 general accounts payable, being cheque #'s 8709 to 8798 in the amount of \$168,839.88 be hereby approved.

BE IT RESOLVED that Direct Deposit 399, being staff payroll for the period March 14 to March 27, 2026 in the amount of \$14,819.85 be hereby approved

BE IT RESOLVED that Direct Deposit 400, being staff payroll for the period March 28 to April 10, 2026 in the amount of \$14,777.84 be hereby approved.

BE IT RESOLVED that Direct Deposit 401, being Council indemnities for the month of March, 2026 in the amount of \$5,591.44 be hereby approved.

**Utility Account**

BE IT RESOLVED that the April 14, 2026 utility accounts payable, being cheque #'s 1416 to 1426 in the amount of \$9,109.11 be hereby approved.

**Statement of Revenues and Expenditures**

BE IT RESOLVED that the Statement of Revenues and Expenditures report to March 31, 2026 be received as presented.

**Bank Reconciliations**

BE IT RESOLVED that the bank reconciliations for the month of March 2026 be approved as previously circulated.

**DELEGATIONS**

**Innergex Renewable Energy Inc. – MB Hydro RFP re Wind Towers Update**

BE IT RESOLVED that the presentation by Adeline Thames and Lucas Reindler of Innergex Renewable Energy Inc. with respect to an update on the Manitoba Hydro RFP regarding Wind Towers be received.

**PUBLIC HEARINGS**

None

**COMMUNICATIONS**

Age Friendly Connections – April Newsletter  
Accessibility News – Accessible Outdoor Spaces – Guide Development  
Association of Manitoba Municipalities – March 13  
Association of Manitoba Municipalities – March 16  
Association of Manitoba Municipalities – March 20  
Association of Manitoba Municipalities – March 25  
Association of Manitoba Municipalities – March 25  
Association of Manitoba Municipalities – March 30  
Association of Manitoba Municipalities – April 1  
Association of Manitoba Municipalities – April 1  
Association of Manitoba Municipalities – April 2  
Association of Manitoba Municipalities – April 7  
Communities Futures Westman – Community Builders Workshop Series  
Federation of Canadian Municipalities – Communique – March 16  
Federation of Canadian Municipalities – Communique – March 23  
Federation of Canadian Municipalities – Communique – April 7  
Federation of Canadian Municipalities – Communique – April 13  
Ashley Haigh, Peng. – Development on Class 6 & 7 Soils – Resolution & Update  
Health Canada – Radon – What You Need To Know – Municipal Edition  
Managed IT Services – InfoMetrics Network Data Solutions  
Manitoba Association of Senior Communities – International Social Prescribing Day  
Manitoba Good Roads Association – Banquet Information  
Minister of Environment and Climate Change – Recycling Rebate July-December, 2025  
Minister of Municipal and Northern Relations – Municipal Operating Support  
Municipal World – April 8  
NAMS Canada – Insight Monthly News  
NG9-1-1 Data Manager – Formerly Address Manager  
Office of the Fire Commissioner – 2026 Wildfire Season Planning Seminar  
Public Safety Communication Services – Motorola Solutions Agreement  
Public Utilities Board – Wawanesa Rate Adequacy  
RFNow – Introducing talkNOW Business  
Rural Municipality of Cornwallis – Zoning By-law Amendment  
Sunrise Credit Union – Building Communities Grant Program  
Thank You – St. Paul’s Church and Wawanesa Express

BE IT RESOLVED that the above noted communications be received.

**COMMITTEE REPORTS**

**South Zone Report (Ward 3)**

Councillor Fisher – see written report  
Councillor Jones – see written report

**North Zone Report (Ward 2)**

Councillor Hatch – see written report  
Vacant position

**Wawanesa Zone Report (Ward 1)**

Councillor Gullett – see written report

Councillor McDonald – see written report

**Head of Council's Report** – see written report

**Chief Administrative Officer Report** – see written report

**Finance Officer Report** – see written report

**Public Works Report** – see written report

**Fire Chief's Report** – see written report

BE IT RESOLVED that the verbal and written reports be received.

**Building Feasibility Ad Hoc Committee Report**

BE IT RESOLVED that the report of the Building Feasibility Ad Hoc Committee Meeting held March 24, 2026 be received and recommendations be considered under General Business.

**BY-LAWS**

**By-law No. 52-2026 – Being the 2026 Tax Levy By-law  
AMENDMENT, 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

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BE IT RESOLVED that By-law No. 52-2026 being the 2026 Tax Levy By-law be amended in Clause 2(a) by adding 7.411 as the ESL mill rate and in Clause 2(b) by adding 15.111 as the Brandon School Division #40 mill rate and 9.670 as the Southwest Horizon School Division #43 mill rate;

and by replacing the draft Schedule "A" with the attached Schedule "A" dated April 9, 2026.

BE IT RESOLVED that By-law No. 52-2026, as amended, be read a second time.

BE IT RESOLVED that By-law No. 52-2026 be read a third and final time.

**UNFINISHED BUSINESS**

**Tender and Procurement Policy**

BE IT RESOLVED that Tender and Procurement Policy #ADM002, as amended, be adopted.

**GENERAL BUSINESS**

**RFNow Proposed Fibre Path Addition – Across PTH 2 along Road 100W**

BE IT RESOLVED that the proposed fibre path addition across PTH 2 along Road 100W outlined on the maps attached to correspondence dated April 8, 2026 from RFNow be approved subject to the terms and conditions of the installation agreement dated October 26, 2023 subject to approval from Manitoba Transportation and Infrastructure for crossing the provincial trunk highway.

**RFNow Proposed Fibre Path Addition – Across Road 113W in SW 8-7-19W**

BE IT RESOLVED that the proposed fibre path addition across Road 113W in SW 8-7-19W outlined on the maps attached to correspondence dated April 8, 2026 from RFNow be approved subject to the terms and conditions of the installation agreement dated October 26, 2023.

**RFNow Proposed Fibre Path Addition – Across Road 47N in NE 26-8-18W**

BE IT RESOLVED that the proposed fibre path addition across Road 47N in NE 26-8-18W outlined on the maps attached to correspondence dated April 2, 2026 from RFNow be approved subject to the terms and conditions of the installation agreement dated October 26, 2023 subject to approval from Manitoba Transportation and Infrastructure for crossing the provincial trunk highway.

**AiM Land Services Ltd. o/b/o Enbridge – Temporary Equipment Crossing, Temporary Access and Temporary Workspace for Borehole Drilling Project in NW 22-7-17 WPM**

BE IT RESOLVED that the request of AiM Land Services Ltd. on behalf of Enbridge Pipelines Inc. for temporary equipment crossing, temporary access and temporary workspace for a borehole drilling Project in NW 22-7-17 WPM as outlined in the correspondence dated April 8, 2026 be approved under the same terms and conditions as the original agreement.

**Request for Older Mobile Home to be moved onto Lot 2, Plan 69198**

BE IT RESOLVED that permission be granted to the applicant to move an older mobile home onto Lot 2, Plan 69198 subject to approval of a conditional use application through the Keystone Planning District for the RR10 zone, and subject to the home meeting all requirements of the Building Code related to egress requirements.

**Request for Second Dwelling in AG Zone NW 25-8-17W**

BE IT RESOLVED that permission be granted for the construction of a second dwelling unit on property located in the “AG” Agriculture General Zone, located at 46131 PR 340 in the NW 25-8-17 WPM (Kaastra) subject to all necessary development and building permits being obtained through the Keystone Planning District.

**Request for Council Support – Kayak Dock at Seddon Landing**

WHEREAS the area at Seddon Landing is zoned “CR” Conservation and Recreation, which would allow for a kayak dock;

AND WHEREAS the cost for municipal insurance coverage would be \$ \_\_\_\_\_;

AND WHEREAS the Wawanesa Women’s Group will be responsible for the application fee and annual rental fee;

NOW THEREFORE BE IT RESOLVED that a Letter of Support be provided to the Wawanesa Women’s Group for the installation of a kayak dock at Seddon Landing.

**Reimbursement for Plumbing Issue – 331 Commercial Street**

WHEREAS a plumbing issue at 331 Commercial Street was determined to be on municipal property;

THEREFORE BE IT RESOLVED that the property owner be reimbursed for payments made in the amount of \$582.40.

**Gravel Crusting Tender**

BE RESOLVED that Administration be directed to prepare the necessary tender documents for immediate release for gravel crushing for three years, being 2026 to 2028.

**Wawanesa Paving Tender**

BE IT RESOLVED that Administration be directed to prepare the necessary tender documents for immediate release for Wawanesa Paving in 2026 in accordance with budget allocations.

**Weed Spraying Agreement with Manitoba Transportation and Infrastructure**

BE IT RESOLVED that a weed spraying agreement be entered into with Manitoba Transportation and Infrastructure for 2026 for service along PR 453 as outlined in the Schedules previously distributed.

**By-Election for Ward Councillor**

WHEREAS Councillor Rome has resigned his position creating a vacancy for a ward councillor;

AND WHEREAS the earliest a by-election could be held would be mid-June;

AND WHEREAS there will be a general election on October 28, 2026;

THEREFORE BE IT RESOLVED that no by-election be held to fill the vacant ward councillor position.

**June District Meeting**

WHEREAS the Association of Manitoba Municipalities June District meeting is scheduled for June 16, 2026, being the same day as the scheduled Council meeting;

THEREFORE BE IT RESOLVED that the Council meeting be rescheduled to June 23, 2026 at 9:00 a.m.

**Shop Building Specifications**

BE IT RESOLVED that the shop building specifications approved electronically on March 27, 2026 be confirmed.

**Manitoba Municipalities Online Report**

BE IT RESOLVED that the Manitoba Municipalities Online report for the month of March 2026 be received and any necessary actions to the by-law maintenance program be hereby approved.

**IN-CAMERA SESSION**

BE IT RESOLVED that this meeting now adjourns to an “in-camera” meeting to discuss items related to matters in preliminary stages as per Subsections 152(3)(b)(iii) of The Municipal Act, and all matters discussed in-camera are confidential until discussed in an open meeting as per Section 83(1)(d) of The Municipal Act.

BE IT RESOLVED that this “in camera” meeting does now resume back to a regular meeting.

**Tender for Shop Building**

BE IT RESOLVED that the bid from \_\_\_\_\_ in the amount of \_\_\_\_\_ for design and construction of a new public works shop be accepted subject to approval by The Municipal Board for the necessary borrowing.

**NOTICE OF MOTION**

None

**ADJOURNMENT**

BE IT RESOLVED that this meeting does now adjourn (time) to meet again on Tuesday, May 19, 2026 at 9:00 a.m. at Municipal Office in Wawanesa.

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Dave Krekewich, Head of Council

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Joni Swidnicki, Chief Administrative Officer

**Council Meeting  
March 17, 2026 at 1:00 p.m.  
Council Chamber, Wawanesa, MB.**

The Council of the Municipality of Oakland-Wawanesa met in the Council Chamber in Wawanesa, Manitoba on Tuesday, March 17, 2026 at 1:00 p.m. Members Present: Mike Fisher, Ryley Gullett, Craig Hatch and Bob McDonald. Head of Council Dave Kreklewich presided.

Members absent: Frank Jones and Dennis Rome

Staff in attendance: Chief Administrative Officer Joni Swidnicki and Finance Officer Melissa Sturgeon.

The meeting was open to the public.

**CALL TO ORDER** – 1:00 p.m.

**LAND ACKNOWLEDGEMENT**

The Municipality of Oakland-Wawanesa would like to acknowledge and recognize that we are operating on Treaty 1 and Treaty 2 lands being the original territory of the Anishinaabe and Dakota Nations and the homeland of the Metis Nation.

**ADOPTION OF THE AGENDA**

McDonald-Gullett

1441 BE IT RESOLVED that the agenda for the March 17, 2026 meeting be accepted as presented with the addition of a request from Councillor Rome to be excused from the meeting for medical reasons under General Business. CARRIED.

**CONFIRMATION OF MINUTES**

Hatch-Fisher

1442 BE IT RESOLVED that the minutes of the February 17, 2026 regular meeting of Council be hereby approved as circulated. CARRIED.

**FINANCE**

**General Account**

Gullett-McDonald

1443 BE IT RESOLVED that the March 10, 2026 general accounts payable, being cheque #'s 8649 to 8699 and 8701 to 8708 in the amount of \$105,182.29 be hereby approved. CARRIED.

Councillor Fisher declared an interest in the following matter and left the Chamber without discussion or debate.

1444 Hatch-Gullett  
BE IT RESOLVED that March 10, 2026 general accounts payable cheque #8700 to Mike Fisher in the amount of \$575.00 be hereby approved. CARRIED.

1445 McDonald-Fisher  
BE IT RESOLVED that Direct Deposit 395, being staff payroll for the period February 14 to February 27, 2026 in the amount of \$12,702.88 be hereby approved. CARRIED.

1446 Gullett-Fisher  
BE IT RESOLVED that Direct Deposit 396, being staff payroll for the period February 14 to February 27, 2026 in the amount of \$2,346.71 be hereby approved. CARRIED.

1447 Hatch-McDonald  
BE IT RESOLVED that Direct Deposit 398, being staff payroll for the period February 28 to March 13, 2026 in the amount of \$14,786.27 be hereby approved. CARRIED.

1448 Fisher-McDonald  
BE IT RESOLVED that Direct Deposit 397, being Council indemnities for the month of February, 2026 in the amount of \$4,606.64 be hereby approved. CARRIED.

#### **Utility Account**

1449 Gullett-Fisher  
BE IT RESOLVED that the March 10, 2026 utility accounts payable, being cheque #'s 1406 to 1415 in the amount of \$8,254.10 be hereby approved. CARRIED.

#### **Statement of Revenues and Expenditures**

1450 McDonald-Hatch  
BE IT RESOLVED that the Statement of Revenues and Expenditures report to February 28, 2026 be received as presented. CARRIED.

#### **Bank Reconciliations**

1451 Gullett-Fisher  
BE IT RESOLVED that the bank reconciliations for the month of February 2026 be approved as previously circulated. CARRIED.

#### **DELEGATIONS**

##### **Martin and Elena Dupuis of Smiley Worms – Waste Diversion**

1452 Gullett-Fisher  
BE IT RESOLVED that the presentation by Martin and Elena Dupuis of Smiley Worms with respect to waste diversion be received. CARRIED.

- 1453 Hatch-Gullett  
BE IT RESOLVED that administration be requested to evaluate program costs in comparison with the existing waste management costs. CARRIED.

**PUBLIC HEARINGS**

None

**COMMUNICATIONS**

Accessibility News – Creating Accessible Outdoor Spaces  
Age Friendly Connections – February 2026 and News Release re Community Supports  
Association of Manitoba Municipalities – February 12  
Association of Manitoba Municipalities – February 20  
Association of Manitoba Municipalities – February 20  
Association of Manitoba Municipalities – February 23  
Association of Manitoba Municipalities – February 25  
Association of Manitoba Municipalities – March 3  
Association of Manitoba Municipalities – March 4  
Association of Manitoba Municipalities – March 6  
Association of Manitoba Municipalities – March 6  
Association of Manitoba Municipalities – March 10  
Dennis County Planning District – Development Plan Public Hearing  
Federation of Canadian Municipalities – Communique – February 17  
Federation of Canadian Municipalities – Communique – February 23  
Federation of Canadian Municipalities – Communique – March 4  
Federation of Canadian Municipalities – Communique – March 9  
Manitoba Agriculture – 2025 Farmland School Tax Rebate Deadline  
Manitoba Giant Pumpkins Growers Seminar – March 28, 2026  
Manitoba Good Roads Association – 2026 Annual Awards Banquet  
Multi-Material Stewardship Manitoba – Message from Executive Director  
Municipal and Northern Relations – Bulletin #2026-05  
Municipal and Northern Relations – Bulletin #2026-07  
Municipal and Northern Relations – Bulletin #2026-08  
Municipal and Northern Relations – Bulletin #2026-09  
Municipal World – March 4

- 1454 McDonald-Hatch  
BE IT RESOLVED that the above noted communications be received. CARRIED.

**COMMITTEE REPORTS**

**South Zone Report (Ward 3)**

Councillor Fisher – see written report  
Councillor Jones – see written report

**North Zone Report (Ward 2)**

Councillor Hatch – see written report  
Councillor Rome

**Wawanesa Zone Report (Ward 1)**

Councillor Gullett – see written report

Councillor McDonald – see written report

**Head of Council's Report** – see written report

**Chief Administrative Officer Report** – see written report

**Finance Officer Report** – see written report

**Public Works Report**

On behalf of the Public Works Manager, the CAO added information related to a water leak at the hospital and the efforts to get it repaired.

**Fire Chief's Report** – see written report

McDonald-Fisher

1455 BE IT RESOLVED that the verbal and written reports be received. CARRIED.

**BY-LAWS**

None.

**UNFINISHED BUSINESS**

**Working Alone Policy**

McDonald-Gullett

1456 BE IT RESOLVED that Working Alone Policy #PER010 be further amended to include clauses related to employee check ins for regular work days versus Saturdays or after hours. CARRIED.

**Epilepsy and Seizure Association of Manitoba – Purple Day 2026**

McDonald-Gullett

1457 WHEREAS the Government of Canada passed The Purple Day Act in 2012 recognizing Epilepsy Awareness;

NOW THEREFORE BE IT RESOLVED that the Municipality of Oakland-Wawanesa post information on the municipal website acknowledging same. CARRIED.

**GENERAL BUSINESS**

**Request to be Excused from Meeting – Councillor Rome**

- 1458 McDonald-Hatch  
BE IT RESOLVED that, at the request of Councillor Rome, he be excused from this meeting of Council thereby ensuring he does not become disqualified under section 94(1) of The Municipal Act. CARRIED.

**RFNow Proposed Fibre Path Addition – Across Road 43N**

- 1459 Gullett-McDonald  
BE IT RESOLVED that the proposed fibre path addition across Road 43N between Road 108W and Road 109W outlined on the maps attached to correspondence dated March 9, 2026 from RFNow be approved subject to the terms and conditions of the installation agreement dated October 26, 2023 subject to installation of appropriate signage. CARRIED.

**Aurora Land Consulting o/b/o Enbridge – Use of Road Allowance for Soil Remediation in SW 33-7-18 W1M**

- 1460 Hatch-Gullett  
BE IT RESOLVED that the request of Aurora Land Consulting Ltd. on behalf of Enbridge Pipelines Inc. for encroachment on the municipal road allowance for soil remediation, IF NECESSARY, in SW 33-7-18 W1M as outlined in the correspondence dated March 11, 2026 be approved under the same terms and conditions as the original agreement. CARRIED.

**Building Inspection – 66 Main Street, Nesbitt**

- 1461 Hatch-Fisher  
BE IT RESOLVED that the Administration arrange for a title search for the property located at 66 Main Street in Nesbitt, Manitoba, following which a building and fire inspection be conducted. CARRIED.

**2026 Grant Donations**

- 1462 Fisher-Gullett  
BE IT RESOLVED that grants to community organizations in the amount of \$7,500.00 be approved as per the following list subject to final budget approvals:

The following is a list of the grants that were approved in 2025. The table below shows grants requested for 2026 and can be used as a worksheet for planning purposes.

	<b>Organization</b>	<b>2025 Grant Amounts</b>	<b>Budget Line</b>	<b>2026 Grant Amounts</b>
1	KidSport	300.00	510-500-500	300.00
2	RCA Museum	300.00	510-500-500	300.00
3	Souris & Glenwood Ag Society	200.00	510-500-500	200.00
4	St. Paul's Anglican Church	300.00	580-500-170	300.00
5	Wawanesa Community Gardeners	250.00	510-500-500	250.00
6	Wawanesa Express	300.00	510-500-500	300.00
7	Wawanesa Wee Care Inc. Daycare	1500.00	510-500-500	1500.00
8	Academic Bursaries- Brandon S.D	500.00		500.00
9	Academic Bursary- S.W. Horizon (O)	500.00		500.00
10	Academic Bursary- S.W. Horizon (W)	500.00		500.00
11	The Kidz Soccer Crew (Nesbitt)	Continue with in kind grass mowing only		<b>Continue with in kind grass mowing only</b>
12	STARS Foundation	500.00	510-500-500	500.00
13	Manitoba NW Command	225.00		225.00
14	Halloween Patrol Wawa Student Council	Last time we paid was 2024		
15	Sipiweske Free Tuesdays	25.00	510-500-500	25.00
16	Pound Pail & Paddle	480.00	510-500-500	480.00
17	Lions Country Fair	300.00	510-500-500	300.00
18	Westman Mental Health	1,000.00	510-500-500	1,000.00
	<b>Unallocated (originally)</b>	<b>320.00</b>		<b>320.00</b>
	<b>TOTAL</b>	<b>7,500.00</b>		<b>7,500.00</b>

CARRIED.

**In accordance with budget approvals, grants in the amounts indicated below will be provided from the related accounts:**

	<b>Organization</b>	<b>2025 Grant Amounts</b>	<b>Budget Line</b>	<b>2026 Grant Amounts</b>
1	Prairie Mountain Health- Souris	1,000.00	550-500-510	1,000.00
2	Prairie Mountain Health-Wawanesa	1,000.00	550-500-510	1,000.00

3	Brandon Regional Health Centre	1,000.00	550-500-510	1,000.00
4	Carroll Cemetery Committee	1,500.00	550-500-500	1,500.00
5	Methven Cemetery Committee	1,500.00	550-500-500	1,500.00
6	Minnewawa Cemetery Inc.	1,500.00	550-500-500	1,500.00
7	Rounthwaite Cemetery Committee	1,500.00	550-500-500	1,500.00
8	Wawanesa Cemetery Board	1,500.00	550-500-500	1,500.00
9	Glenboro/Sth Cypress Handi Transit	15,000.00	550-500-521	15,000.00
10	Seniors Independent Services	1,300.00	550-500-525 Requesting \$1300	1,300.00
11	Library Services	1,500.00	510-500-510	1,600.00
12	Spirit Sands	10,000.00	510-500-500	10,000.00
	<b>TOTAL</b>	<b>38,300.00</b>		<b>38,400.00</b>

**In accordance with Special Services By-law 05-2019, grants in the amounts indicated below will be provided from the related accounts:**

	Organization	2025 Budgeted Amount	Budget Line	2026 Budgeted Amount
1	Carroll Community Sportsplex	1,106.70	580-500-140	1,128.83
2	Carroll Memorial Hall Committee	4,431.90	580-500-110	4,520.54
3	Nesbitt Community Club	4,431.90	580-500-110 Requesting \$5,000.00	4,520.54
4	Wawanesa & District Centennial Hall	4,431.90	580-500-110	4,520.54
5	Sipiweske Museum	500.00	580-500-170	500.00
6	Wawanesa & District Recreation	39,744.30	580-500-140	40,539.19
	<b>Souris River Recreation Commission</b>			
7	Wawanesa Waterpark	38,709.00	580-500-101	39,483.18
8	Wawanesa Campground	11,653.50	580-500-101	11,886.57
9	Wawanesa Baseball Inc.	795.60	580-500-101	811.51
10	Swimming Pools & Beaches	5,202.00	580-400-140	5,306.04
11	Grants re Water to Facilities	5,563.20 in lieu	580-500-120	5,563.20
	<b>TOTAL</b>	<b>116,570.00</b>		<b>118,780.14</b>

**Membership with the Long Term & Continuing Care Association of Manitoba**

- 1463 McDonald-Hatch  
BE IT RESOLVED that the request from the Long Term & Continuing Care Association of Manitoba to consider membership in the Association at an annual cost of \$1,250.00 be denied. CARRIED.

**Tender for Shop Building**

- 1464 McDonald-Gullett  
BE IT RESOLVED that the Administration be directed to prepare the necessary tender documents for a 60' x 100' public works shop, (*inclusive of bid bond requirements*) for a building to include three overhead doors, a kitchen/office area, washroom, maintenance room, air exchange and heated floors with a closing date of April 21, 2026 whereby the awarding of the tender will be subject to approval by The Municipal Board of the required borrowing by-law. CARRIED AS AMENDED.

**AMENDMENT**

- 1465 Hatch-McDonald  
BE IT RESOLVED that the above motion be amended to delete the requirement for a bid bond. CARRIED.

**AMENDMENT**

- 1466 Hatch-McDonald  
BE IT RESOLVED that the above motion be further amended to change the date from April 21, 2026 to May 14, 2026. CARRIED.

- 1467 Fisher-Gullett  
BE IT RESOLVED that Council take a ten minute recess. CARRIED.

- 1468 Fisher-Gullett  
BE IT RESOLVED that the meeting reconvene. CARRIED.

**Manitoba Municipalities Online Report**

- 1469 McDonald-Fisher  
BE IT RESOLVED that the Manitoba Municipalities Online report for the month of February 2026 be received and any necessary actions to the by-law maintenance program be hereby approved. CARRIED.

**NOTICE OF MOTION**

None

**ADJOURNMENT**

1470

Fisher-McDonald  
BE IT RESOLVED that this meeting does now adjourn (2:41 p.m.) to meet again on Tuesday, April 21, 2026 at 9:00 a.m. at Municipal Office in Wawanesa. CARRIED.

\_\_\_\_\_  
Dave Kreklewich, Head of Council

\_\_\_\_\_  
Joni Swidnicki, Chief Administrative Officer

**Special Council Meeting  
March 17, 2026 at 6:30 p.m.  
Council Chamber, Wawanesa, MB.**

The Council of the Municipality of Oakland-Wawanesa met in the Council Chamber in Wawanesa, Manitoba on Tuesday, March 17, 2026 at 6:30 p.m. Members Present: Mike Fisher, Ryley Gullett, Craig Hatch, Frank Jones and Bob McDonald. Head of Council Dave Kreklewich presided.

Member absent: Dennis Rome

Staff in attendance: Chief Administrative Officer Joni Swidnicki, Finance Officer Melissa Sturgeon, Administrative Assistants Norma Will and Tara Wilkinson.

The meeting was open to the public.

**CALL TO ORDER**

With a quorum present, Head of Council Dave Kreklewich called the meeting to order at 6:30 p.m. and advised that the purpose of the meeting was to hold a Public Hearing with respect to the 2026 Financial Plan.

**LAND ACKNOWLEDGEMENT**

The Municipality of Oakland-Wawanesa would like to acknowledge and recognize that we are operating on Treaty 1 and Treaty 2 lands being the original territory of the Anishinaabe and Dakota Nations and the homeland of the Metis Nation.

**ADOPTION OF THE AGENDA**

McDonald-Fisher

1466 BE IT RESOLVED that the agenda for the March 17, 2026 meeting be accepted as presented. CARRIED.

**PUBLIC HEARING – 2026 FINANCIAL PLAN**

Hatch-Jones

1467 BE IT RESOLVED that the special meeting of council be recessed to allow council to hold a Public Hearing to receive representations from any person who wish to make them in respect to the 2026 Financial Plan. CARRIED.

A power point presentation was provided by the Finance Officer, a copy of which was retained on file.

Mike Hawkins, SE ¼ 16-8-18 W, appeared before Council to ask questions related to the grant from the Manitoba Water Services Board, the meaning of Class 30 lands, dollars spent on reconstruction capital road work versus regular maintenance, proposed shop size and specifications and where the money for reserve funds comes from.

Glen Kirby, 108015 Road 45N (Tower Road) appeared before Council and asked questions related to the reduction in spending under Transportation Services, keeping costs aligned with inflation, process for the proposed public works shop and what The Municipal Board would be considering during its public hearing on the shop.

Neil Bok, NE ¼ 12-8-19 W, appeared before Council and asked questions related to gravel crushing allocations over the years and the proposed public works shop.

Gord Smith, Lots B & C, Plan No. 1614, appeared before Council and asked questions related to the proposed public works shop.

1468 Jones-Gullett  
WHEREAS all representatives in regard to the 2026 Financial Plan have been dealt with;

THEREFORE BE IT RESOLVED that the public hearing be concluded and council resume its normal order of business. CARRIED.

### **GENERAL BUSINESS**

#### **Adoption of 2026 Financial Plan**

1469 McDonald-Jones  
BE IT RESOLVED that the 2026 Financial Plan as set out in the form approved by the Minister of Municipal and Northern Relations be adopted. CARRIED.

#### **By-laws**

##### **By-law No. 52-2026 – Being the 2026 Tax Levy By-law** **1<sup>st</sup> Reading**

---

1470 Hatch-Gullett  
BE IT RESOLVED that By-law No. 52-2026 being the 2026 Tax Levy By-law be read a first time. CARRIED.

**ADJOURN**

1471 Fisher-Jones  
BE IT RESOLVED that the meeting does now adjourn (7:22 p.m.). CARRIED.

---

Dave Krekewich, Head of Council

---

Joni Swidnicki, Chief Administrative Officer

**Special Council Meeting  
March 27, 2027 - Electronic  
Council Chamber, Wawanesa, MB.**

**CALL TO ORDER** – via email

**LAND ACKNOWLEDGEMENT**

The Municipality of Oakland-Wawanesa would like to acknowledge and recognize that we are operating on Treaty 1 and Treaty 2 lands being the original territory of the Anishinaabe and Dakota Nations and the homeland of the Metis Nation.

**ADOPTION OF THE AGENDA**

Fisher-McDonald

1473 BE IT RESOLVED that the agenda for the March 27, 2026 special electronic meeting be accepted as presented. CARRIED.

**GENERAL BUSINESS**

**Shop Tender No. 02-2026**

Kreklewich-Jones

1474 BE IT RESOLVED that the specifications for a public works shop be approved as previously circulated. CARRIED.

**ADJOURN**

Hatch-Gullett

1475 BE IT RESOLVED that the meeting does now adjourn. CARRIED. (10:00 a.m.).

---

Dave Kreklewich, Head of Council

---

Joni Swidnicki, Chief Administrative Officer

**Special Council Meeting  
March 31, 2026 at 4:00 p.m.  
Council Chamber, Wawanesa, MB.**

The Council of the Municipality of Oakland-Wawanesa met in the Council Chamber in Wawanesa, Manitoba on Tuesday, March 31, 2026 at 4:00 p.m. Members Present: Mike Fisher, Ryley Gullett, Craig Hatch, Frank Jones and Bob McDonald. Head of Council Dave Kreklewich presided.

Member absent: Dennis Rome

Staff in attendance: Chief Administrative Officer Joni Swidnicki, Finance Officer Melissa Sturgeon and Public Works Manager Chelsea Long.

The meeting was open to the public.

**CALL TO ORDER**

**LAND ACKNOWLEDGEMENT**

The Municipality of Oakland-Wawanesa would like to acknowledge and recognize that we are operating on Treaty 1 and Treaty 2 lands being the original territory of the Anishinaabe and Dakota Nations and the homeland of the Metis Nation.

**ADOPTION OF THE AGENDA**

Fisher-Gullett

1476 BE IT RESOLVED that the agenda for the March 31, 2026 special meeting be accepted as presented. CARRIED.

**IN-CAMERA SESSION**

McDonald-Hatch

1477 BE IT RESOLVED that this meeting now adjourns to an “in-camera” meeting to discuss items related to matters in preliminary stages as per Subsection 152(3)(b)(iii) of The Municipal Act, and all matters discussed in-camera are confidential until discussed in an open meeting as per Section 83(1)(d) of The Municipal Act. CARRIED.

Jones-Gullett

1478 BE IT RESOLVED that this “in camera” meeting does now resume back to a regular meeting. CARRIED.

**GENERAL BUSINESS**

**Municipal Tractor Tender No. 01-2026**

Fisher-Hatch

1479 BE IT RESOLVED that awarding of the tender for a used municipal tractor be tabled to allow Administration an opportunity to research the two lowest bids and report back to Council by Thursday, April 2. CARRIED.

**Review of Tender and Procurement Policy**

Hatch-McDonald

1480 BE IT RESOLVED that Tender and Procurement Policy No. ADMIN002 be reviewed to include purchase and sale through public auction. CARRIED.

**ADJOURN**

Fisher-Gullett

1481 BE IT RESOLVED that the meeting does now adjourn (5:09 p.m.). CARRIED.

---

Dave Kreklewich, Head of Council

---

Joni Swidnicki, Chief Administrative Officer

**Special Council Meeting  
April 2, 2026 at 4:00 p.m.  
Council Chamber, Wawanesa, MB.**

The Council of the Municipality of Oakland-Wawanesa met in the Council Chamber in Wawanesa, Manitoba on Thursday, April 2, 2026 at 4:00 p.m. Members Present: Mike Fisher, Ryley Gullett, Craig Hatch, Frank Jones and Bob McDonald. Head of Council Dave Kreklewich presided.

Member absent: Dennis Rome

Staff in attendance: Chief Administrative Officer Joni Swidnicki and Public Works Manager Chelsea Long.

The meeting was open to the public.

**CALL TO ORDER**

**LAND ACKNOWLEDGEMENT**

The Municipality of Oakland-Wawanesa would like to acknowledge and recognize that we are operating on Treaty 1 and Treaty 2 lands being the original territory of the Anishinaabe and Dakota Nations and the homeland of the Metis Nation.

**ADOPTION OF THE AGENDA**

McDonald-Fisher

1482 BE IT RESOLVED that the agenda for the April 2, 2026 special meeting be accepted as presented. CARRIED.

**IN-CAMERA SESSION**

Gullett-Hatch

1483 BE IT RESOLVED that this meeting now adjourns to an “in-camera” meeting to discuss items related to matters in preliminary stages as per Subsection 152(3)(b)(iii) of The Municipal Act, and all matters discussed in-camera are confidential until discussed in an open meeting as per Section 83(1)(d) of The Municipal Act. CARRIED.

Gullett-Jones

1484 BE IT RESOLVED that this “in camera” meeting does now resume back to a regular meeting. CARRIED.

**GENERAL BUSINESS**

**Municipal Tractor Tender No. 01-2026**

Fisher-Jones

1485 BE IT RESOLVED that the low bid of \$192,000 plus taxes from H & L Motors be accepted for the purchase of a 2024 McCormack municipal tractor. CARRIED.

**ADJOURN**

McDonald-Hatch

1486 BE IT RESOLVED that the meeting does now adjourn (4:48 p.m.). CARRIED.

---

Dave Kreklewich, Head of Council

---

Joni Swidnicki, Chief Administrative Officer

**Municipality of Oakland-Wawanesa**

**List of Accounts for Approval**

Batch: 2026-00059 to 2026-00087

Date Printed  
2026-04-14 1:08 PM

Bank Code - AP - AP-GENERAL BANK ACCOUNT

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
8709	2026-03-12	Bell Mobility INC 538357527 Mar.	RTK Survey Data	11.20	11.20
8710	2026-03-12	Brandon Sun 77197	advertisement	65.52	65.52
8711	2026-03-12	Dick Breanna 03052026	Library Services	50.00	50.00
8712	2026-03-12	International Union 03122026	February Dues	264.11	264.11
8713	2026-03-12	Investia Financial 03122026	RRSP #N337111749	542.80	542.80
8714	2026-03-12	MB Municipal Employees February 2026-0	Clearing Acc February 2026 Remittance	4,744.62	4,744.62
8715	2026-03-12	RBC Royal Bank 03102026 03092026	Workshop Supplies	72.68 1,247.47	1,320.15
8716	2026-03-12	Receiver General 03122026	Feb. 2026 Remittance	15,537.90	15,537.90
8717	2026-03-12	Reliant Action 864081	MOW Fire calibration	63.84	63.84
8718	2026-03-23	AMM Trading Company Ltd. 289353	Office supplies	256.61	256.61
8719	2026-03-23	Bell MTS 28532596 Feb. 2 33028580 Feb. 2	204 824-2602 204 824-2666	63.84 331.24	395.08
8720	2026-03-23	Canadian Linen & Uniform 5503738697	mat service	149.64	149.64
8721	2026-03-23	Carlisle Liquid Starters 460348	Hose	165.71	165.71
8722	2026-03-23	RM of Cornwallis 2026-016	Disaster Management hotel/reg.	290.69	290.69
8723	2026-03-23	Green Acres Colony 017575	College of Paramedics renewal	575.00	575.00
8724	2026-03-23	MB Assoc. of Municipal 2026043	membership Apr. 1, 2026-Mar. 31,	300.00	300.00
8725	2026-03-23	Patterson Dustin Blake Jt 03162026	Library Membership	50.00	50.00
8726	2026-03-23	Regent Custom Cresting Ltd. 50437	freezer jackets/logos	198.22	198.22
8727	2026-03-23	Reliant Action 864193 864194	MOW Fire American Hook MOW Fire Rescue Suit	215.25 3,080.00	3,295.25
8728	2026-03-23	Repromap Ltd 39403	25 maps	516.07	516.07
8729	2026-03-23	Riverview Repair 674	tandem safety/repairs	4,273.09	4,273.09
8730	2026-03-23	SEAHAWK M26-5213	pump leaking from shaft area	8,314.51	8,314.51
8731	2026-03-23	TAXervice 2446682	Tax Sale Costs	273.00	273.00

**Municipality of Oakland-Wawanesa**

**List of Accounts for Approval**

Batch: 2026-00059 to 2026-00087

Date Printed  
2026-04-14 1:08 PM

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
8732	2026-03-23	The UPS Store 80515	shredding	28.55	28.55
8733	2026-03-23	Westman Communications Group 2259 March 26	Internet	139.95	139.95
8734	2026-03-23	World of Water 62748	Office supplies (water)	34.00	34.00
8735	2026-03-23	XPLORE INC. 59119459	Internet	134.39	134.39
8736	2026-04-01	All Terrain Autoglass 141	window replacement	200.00	200.00
8737	2026-04-01	AMM Trading Company Ltd. 296427	trailer tire change over/valve stem	149.55	149.55
8738	2026-04-01	Benjamin Arpin 02032026	Criminal Record Check	10.00	10.00
8739	2026-04-01	Bell Mobility INC 352759353 Mar.	Manager's cell	97.44	97.44
8740	2026-04-01	BelIMTS 96579590	Acct. 40486199	28.00	28.00
8741	2026-04-01	Brandon Sun 78525/78085	advertisement Tender 01-2026	85.84	85.84
8742	2026-04-01	CGIS Centre 46113	Contracted Svces	1,342.98	1,342.98
8743	2026-04-01	Gold Business Solutions 55m1426041	photocopier charges	233.81	233.81
8744	2026-04-01	Gullett, Dennis 03252026	supplies	597.34	597.34
8745	2026-04-01	Manitoba Hydro 6557592 Mar. 26 6541601 Mar. 20 6584738 Mar. 20 6688510 Mar. 20 6563222 Mar. 20 6558182 Mar. 6735941 Mar. 6538705 Mar. 20 6548992 Mar. 20 6548862 Mar. 20	NE 2-8-18 W 120 Commercial St. 315 Main St. 319 Main St. 106 4th St. NW 19-8-19 SE 11-8-19 Wawa outdoor lighting Nesbitt outdoor lighting Carroll Outdoor Lighting	31.79 741.89 136.84 810.87 507.90 9.33 129.12 1,140.03 151.54 147.32	3,806.63
8746	2026-04-01	Manitoba Good Roads Assoc. 26-138	2 day gravel course	400.00	400.00
8747	2026-04-01	MAXIM TRUCK & TRAILER 12459	Repair Yr 2008 International 7400	3,535.42	3,535.42
8748	2026-04-01	RBC Royal Bank 03312026 03302026	CAO Visa course PW Visa supplies/books	75.00 372.17	447.17
8749	2026-04-01	Simpson, Mike crc-f-130766	Annual Training fee	250.00	250.00
8750	2026-04-01	Westman Communications Group 0105 Mar. 26	Phone & Internet	107.36	107.36
8751	2026-04-07	Brandon Regional Health Auth. 04072026	2026 Grant	1,000.00	1,000.00
8752	2026-04-07	Carroll Cemetery Committee			

**Municipality of Oakland-Wawanesa**  
**List of Accounts for Approval**  
Batch: 2026-00059 to 2026-00087

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			04072026	2026 Grant	1,500.00	1,500.00
8753	2026-04-07	Carroll Community Sportsplex	04072026	2026 Grant	1,128.83	1,128.83
8754	2026-04-07	Carroll Memorial Hall	04072026	2026 Grant	4,520.54	4,520.54
8755	2026-04-07	Glenboro-S. Cypress-Wawanesa	04072026	2026 Grant	15,000.00	15,000.00
8756	2026-04-07	Glenboro-South Cypress	04072026	2026 Grant (Spirit Sands)	10,000.00	10,000.00
8757	2026-04-07	Kidsport - Sport Manitoba	04072026	2026 Grant	300.00	300.00
8758	2026-04-07	MB/NWO Ontario Command	04072026	Grant 2026	225.00	225.00
8759	2026-04-07	Wawanesa Express	04072026	2026 Grant	300.00	300.00
8760	2026-04-07	Lions Club Of Wawanesa	04072026	2026 Grant	300.00	300.00
8761	2026-04-07	Methven Cemetery Committee	04072026	2026 Grant	1,500.00	1,500.00
8762	2026-04-07	Minnewawa Cemetery Committee	04072026	2026 Grant	1,500.00	1,500.00
8763	2026-04-07	Nesbitt Community Club	04072026	2026 Grant	4,520.54	4,520.54
8764	2026-04-07	Pound Pail n' Paddle	04072026	Grant 2026	480.00	480.00
8765	2026-04-07	Prairie Mountain Health	04072026	2026 Grant	1,000.00	1,000.00
8766	2026-04-07	Prairie Mountain Health	04072026	2026 Grant	1,000.00	1,000.00
8767	2026-04-07	RCA Museum	04072026	2026 Grant	300.00	300.00
8768	2026-04-07	Rounthwaite Cemetery Committee	04072026	2026 Grant	1,500.00	1,500.00
8769	2026-04-07	Seniors Independent Services	04072026	2026 Grant	1,300.00	1,300.00
8770	2026-04-07	Sipiweske Museum	04072026	2026 Grant	525.00	525.00
8771	2026-04-07	Oakland Wawanesa Parks & Recreatio	04072026	2026 Grant (Baseball)	811.51	811.51
8772	2026-04-07	Souris & Glenwood Ag. Society	04072026	2026 Grant	200.00	200.00
8773	2026-04-07	STARS Foundation	04072026	2026 Grant	500.00	500.00
8774	2026-04-07	St. Paul's Anglican Church	04072026	2026 Grant	300.00	300.00
8775	2026-04-07	Wawanesa Community Gardeners	04072026	2026 Grant	250.00	250.00
8776	2026-04-07	Wawanesa & District Community Hall I	04072026	2026 Grant	4,520.54	4,520.54
8777	2026-04-07	Wawanesa Cemetery	04072026	2026 Grant	1,500.00	1,500.00

**Municipality of Oakland-Wawanesa**  
**List of Accounts for Approval**  
Batch: 2026-00059 to 2026-00087

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
8778	2026-04-07	<b>Wawanesa Wee Care Inc.</b>				
			04072026	2026 Grant	1,500.00	1,500.00
8779	2026-04-07	<b>Westman Mental Wellness &amp;</b>				
			04072026	Grant 2026	1,000.00	1,000.00
8780	2026-04-09	<b>Brandt</b>				
			103006427	Oil & Filters for Graders	5,790.38	5,790.38
8781	2026-04-09	<b>National Bank Equipment Finance Inc.</b>				
			50537919	MTS National Leasing	132.16	132.16
8782	2026-04-09	<b>Heritage Co-Op (1997) Ltd.</b>				
			04072026	MOW Fire Fuel	535.05	
			04032026	Fuel & Supplies	9,757.98	10,293.03
8783	2026-04-09	<b>MWM Environmental</b>				
			140326	Green Acres Colony recycling	167.83	
			140325	Recycle Wawa Post Office	167.83	
			140324	Recycle Nesbitt	167.83	
			140323	Recycle Carroll	167.83	
			140321	Waste & Recycling Oakland	3,101.94	
			140322	Waste & Recycle Wawa	4,047.14	7,820.40
8784	2026-04-09	<b>Princess Auto</b>				
			3274620	extension cords	95.17	95.17
8785	2026-04-09	<b>Repromap Ltd</b>				
			39466	2026 digital TIFF	101.92	101.92
8786	2026-04-09	<b>Rocky Mountain Equipment</b>				
			P95500	Hy Tran./Kit seals	418.63	
			P95445	filter	207.33	
			P95446	enviro filter	-1.40	624.56
8787	2026-04-09	<b>Tessa Burney</b>				
			34	Office Cleaning March 2026	315.00	315.00
8788	2026-04-09	<b>Toromont Cat</b>				
			ps630859157	hose for loader	823.65	823.65
8789	2026-04-09	<b>World of Water</b>				
			62911	Office supplies (water)	34.00	34.00
8790	2026-04-14	<b>Bell Mobility INC</b>				
			538357527 Apr.	RTK Survey Data	11.20	11.20
8791	2026-04-14	<b>Central Assiniboine Watershed</b>				
			1591	2026/27 Levy	7,030.00	7,030.00
8792	2026-04-14	<b>DIONCO SALES AND SERVICE LTD.</b>				
			33404	Tips for blades	1,559.25	1,559.25
8793	2026-04-14	<b>Fidelity Clearing Canada</b>				
			04132025	RRSP Norma Will F13HG30T	551.40	551.40
8794	2026-04-14	<b>International Union</b>				
			04132026	March Dues	292.43	292.43
8795	2026-04-14	<b>MB Municipal Employees Clearing Acc</b>				
			March 2026	March 2026 Remittance	4,773.26	4,773.26
8796	2026-04-14	<b>Liam Pattison</b>				
			12	MEC hours x 30	750.00	750.00
8797	2026-04-14	<b>Receiver General</b>				
			04122026	March 2026 Remittance	15,828.67	15,828.67
8798	2026-04-14	<b>MB Assoc. of Municipal</b>				
			04142026	MAMEC Annual Conference	250.00	250.00
Total Computer Cheque:						168,839.88

Date Printed  
2026-04-14 1:08 PM

**Municipality of Oakland-Wawanesa**  
**List of Accounts for Approval**  
Batch: 2026-00059 to 2026-00087

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COMPUTER CHEQUE

<u>Payment #</u>	<u>Date</u>	<u>Vendor Name</u>	<u>Reference</u>	<u>Invoice Amount</u>	<u>Payment Amount</u>
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Total AP: 168,839.88

ROYAL BANK  
REPORT NO.: 0106-00000 0555470000  
RUN DATE: 2026 MAR 26  
RUN TIME: 09:31:43

PAYMENT DISTRIBUTION SERVICE  
FILE INPUT PAYMENT CONFIRMATION REPORT

PAGE: 1  
BUSINESS DATE: 2026 MAR 26

MUNICIPALITY OF OAKLAND-WAWANE 055547-0000 PDS CAD INST/BRANCH: 0003 ACCOUNT NO. 1001585

FILE CREATION NUMBER: 0399

FILE CREATION DATE: 2026 MAR 26

DUE DATE	VALUE DATE	SELECT DATE	NUMBER OF PAYMENTS	TOTAL AMOUNT
2026 MAR 27	2026 MAR 27	2026 MAR 26	10	14,819.85CR
VALID TRANS FOR	055547		10	14,819.85CR
REJECTED TRANS FOR	055547		0	0.00CR
T-ERROR TRANS FOR	055547		0	0.00CR
GRAND TOTAL FOR	055547		10	14,819.85CR

*Biweekly Payroll*

*March 14 - 27, 2026.*

ROYAL BANK  
REPORT NO.: 0106-00000 0555470000  
RUN DATE: 2026 APR 09  
RUN TIME: 10:14:52

PAYMENT DISTRIBUTION SERVICE  
FILE INPUT PAYMENT CONFIRMATION REPORT

PAGE: 1  
BUSINESS DATE: 2026 APR 09

MUNICIPALITY OF OAKLAND-WAWANE 055547-0000 PDS CAD INST/BRANCH: 0003 ACCOUNT NO. 1001585

FILE CREATION NUMBER: 0400

FILE CREATION DATE: 2026 APR 09

DUE DATE	VALUE DATE	SELECT DATE	NUMBER OF PAYMENTS	TOTAL AMOUNT
2026 APR 10	2026 APR 10	2026 APR 09	10	14,777.84CR
VALID TRANS FOR	055547		10	14,777.84CR
REJECTED TRANS FOR	055547		0	0.00CR
T-ERROR TRANS FOR	055547		0	0.00CR
GRAND TOTAL FOR	055547		10	14,777.84CR

*Biweekly Payroll*

*March 28 - April 10, 2026*

ROYAL BANK  
REPORT NO.: 0106-00000 0555470000  
RUN DATE: 2026 APR 13  
RUN TIME: 07:32:13

PAYMENT DISTRIBUTION SERVICE  
FILE INPUT PAYMENT CONFIRMATION REPORT

PAGE: 1  
BUSINESS DATE: 2026 APR 13

MUNICIPALITY OF OAKLAND-WAWANE 055547-0000 PDS CAD INST/BRANCH: 0003 ACCOUNT NO. 1001585

FILE CREATION NUMBER: 0401

FILE CREATION DATE: 2026 APR 13

DUE DATE	VALUE DATE	SELECT DATE	NUMBER OF PAYMENTS	TOTAL AMOUNT
2026 APR 15	2026 APR 15	2026 APR 14	6	5,591.44CR
VALID TRANS FOR 055547			6	5,591.44CR
REJECTED TRANS FOR 055547			0	0.00CR
T-ERROR TRANS FOR 055547			0	0.00CR
GRAND TOTAL FOR 055547			6	5,591.44CR

*March Indemnities*

**Municipality of Oakland-Wawanesa**  
**List of Accounts for Approval**  
Batch: 2026-00059 to 2026-00087

Bank Code - UT - UT-ACCOUNTS PAY

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
1416	2026-03-12	RBC Royal Bank	14810	RBC Visa PW	787.50	787.50
1417	2026-03-24	Clartech Industries Inc.	1202388	Chemical	1,096.20	1,096.20
1418	2026-03-24	D B Express	9736	February 2026 Water Samples	116.55	
			9700	January 2026 Water Samples	77.70	194.25
1419	2026-03-24	DURACAN	37906	water testing	56.70	56.70
1420	2026-03-24	Wilton, Drew	03272026	March 2026	4,277.65	4,277.65
1421	2026-04-02	AL Turner Consulting	109	Leak Detection Services	516.60	516.60
1422	2026-04-02	Bell Mobility INC	532759353-01	Dialer Alert	50.38	50.38
1423	2026-04-02	DURACAN	38516	water testing	56.70	56.70
1424	2026-04-02	Manitoba Hydro	6522379-March	Pole 4B Water St.	308.86	
			6775321- March	New well NE 27-7-17 - March 2026	166.12	
			6744702 March 2	Lot 0 BI 2 PI 95	206.07	
			6543450-March 2	301 Park St.	1,012.09	1,693.14
1425	2026-04-02	Minister of Finance	1835	Annual Utility Filing Fee	100.00	100.00
1426	2026-04-02	RBC Royal Bank	Feb 28-Mar 28	RBC Visa PW	279.99	279.99
					Total Computer Cheque:	9,109.11

Total UT: 9,109.11  
Grand Total: 177,948.99

Certified Correct This April 14, 2026

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

Municipality of Oakland-Wawanesa  
**General Operating Fund Revenue & Expenditure**

Printed: 04/14/2026 12:59:20 PM

End date: 2026-03-31

Page 1 of 1

<b>Revenues</b>	0.00
<b>Other Revenues</b>	20,942.47
<b>Total Revenues:</b>	<u>20,942.47</u>
 <b>EXPENDITURES</b>	
<b>General Government Services</b>	116,037.80
<b>Protective Services</b>	50,454.01
<b>Transportation Services</b>	138,226.64
<b>H&amp;W</b>	0.00
<b>Environmental Health Services</b>	24,839.54
<b>Environmental Development Services</b>	0.00
<b>Economic Development Services</b>	648.80
<b>Recreation &amp; Culture</b>	0.00
<b>TF - Transfers &amp; Surplus</b>	17,643.70
<b>Total EXPENDITURES:</b>	<u>347,850.49</u>
 <b>NET OPERATING SURPLUS/(DEFICIT)</b>	 -326,908.02

Municipality of Oakland-Wawanesa  
**General Operating Fund - Expenditures**

Printed: 04/14/2026 12:58:37 PM

End date: 2026-03-31

Page 1 of 4

Account Number	Account Description	Balance
<b>EXPENDITURES</b>		
<b>GENERAL GOVERNMENT SERVICES</b>		
<b>Legislative</b>		
510-100-100	GG - Legislative - Head of Council	2,219.84
510-100-101	GG - Councillors	9,110.50
510-100-102	GG - Other Leg. Services - Mileage	219.92
<b>Total Legislative:</b>		<b>11,550.26</b>
<b>General Administrative</b>		
510-100-108	GG - CAO	26,127.42
510-100-109	GG - Finance Officer	21,119.27
510-100-113	GG - Admin. Salaries	11,302.41
510-100-114	GG - Admin Assistant	11,484.62
510-100-222	GG - Clerk & Staff Training & Education	69.22
510-110-120	GG - Admin & Employee Benefits	9,871.95
510-200-200	GG - Office Contract Services	390.00
510-200-201	GG - Mileage - Office	59.61
510-200-260	GG - Photocopier Charges	514.86
510-200-300	GG - Meals	47.51
510-200-366	GG - Computers and Software	9,790.78
510-200-370	GG - Newspaper Advertising	174.80
510-300-200	GG - Hydro -Office	1,213.85
510-300-202	GG - Phone & Internet	1,725.72
510-400-200	GG - Office Supplies	2,374.41
510-400-201	GG - Postage	2,477.09
<b>Total General Administrative:</b>		<b>98,743.52</b>
<b>Other General Government</b>		
510-400-322	GG - Convention/Seminar Mileage	-72.86
510-400-350	GG - Membership Fees	1,320.00
510-500-510	GG - Library Services	415.00
510-900-910	GG - Health Care Spending Account	3,203.80
510-900-930	GG - Bank Charges & Interest	878.08
<b>Total Other General Government:</b>		<b>5,744.02</b>
<b>Total GENERAL GOVERNMENT SERVICES:</b>		<b>116,037.80</b>
<b>PROTECTIVE SERVICES</b>		
<b>Police</b>		
<b>Total Police:</b>		<b>0.00</b>
<b>Fire</b>		
520-200-165	PS - FIRE - Retainer Fees-Bdn/Souris	8,536.19
520-300-102	PS - Renumeration, Drills, Fires	859.37
520-300-104	PS - Building Operation and Maintenance	391.98
520-300-106	PS - Repairs and Replacement, Tools	9,939.75

Municipality of Oakland-Wawanesa  
**General Operating Fund - Expenditures**

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Page 2 of 4

End date: 2026-03-31

<b>Account Number</b>	<b>Account Description</b>	<b>Balance</b>
520-300-108	PS - Insurance	15,327.00
520-300-110	PS - Fire - Utilities	2,545.70
520-300-112	PS - Fire Fighting Gear and Equipment	3,235.59
520-300-114	PS - Fuel	600.89
520-400-110	PS - Fire - Materials & Supplies Misc.	392.66
	<b>Total Fire:</b>	<b>41,829.13</b>
<b>Emergency Measures</b>		
520-200-130	PS - Emergency Measures Organization	1,481.74
520-200-133	PS - EMR/First Response Training	175.64
520-200-135	PS - Paramedic Association Memberships	4,025.00
520-200-136	PS - EMR Equip purchased from Donation	2,942.50
	<b>Total Emergency Measures:</b>	<b>8,624.88</b>
<b>Other Protection</b>		
	<b>Total Other Protection:</b>	<b>0.00</b>
	<b>Total PROTECTIVE SERVICES:</b>	<b>50,454.01</b>

**TRANSPORTATION SERVICES**

**Public Works Employees & Benefits**

530-100-110	TS - PW Foreman Wages	20,344.16
530-100-111	TS - PW Operators Wages	17,820.15
530-100-112	TS - PW Operators Wages	15,897.67
530-100-113	TS - PW Operator	17,698.95
530-100-116	TS - Equip Operators Allowances	687.45
530-100-117	TS - Workers Compensation & Safety	1,511.01
530-110-120	TS - Employee Benefits	10,561.12
530-200-116	TS - Equipment Insur & Registration	10,562.22
530-300-100	TS - Street Lighting-Carroll & Nesbitt	569.74
530-300-110	TS - Street Lighting - Wawa	2,173.48
530-300-115	TS - Manager's Cell Phone	179.76
530-300-116	TS - Nesbitt & Wawa Shops Utility	1,361.94
530-400-111	TS - Equipment Fuel	19,323.42
530-400-114	TS - Equip Repairs - Kubota	1.84
530-400-115	TS - Equip Repairs & Maint - Misc	205.49
530-400-116	TS - Work Shop & Yard Operations	3,862.47
530-400-118	TS - Equip. Repairs NH Loader - W	197.19
530-400-119	TS - Equip. Repairs - Loader	26.86
530-400-121	TS - Equip. Repairs - Graders	1,252.42
530-400-122	TS - Equip Repairs - CASE IH Tractor	3,091.34
530-400-126	TS - Equip Repairs - F550	2,904.08
530-400-127	TS - Equip Repairs - 2011 GMC Truck	125.39
530-400-128	TS - Equip Repairs - 2019 GMC Sierra	-6.85
530-400-129	TS - Equip Repairs - Kenworth Tandem	4,249.42

Municipality of Oakland-Wawanesa  
**General Operating Fund - Expenditures**

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Page 3 of 4

End date: 2026-03-31

<b>Account Number</b>	<b>Account Description</b>	<b>Balance</b>
530-400-134	TS - Truck Rental	-576.00
530-400-190	TS - Snow & Ice Removal - Wawa	960.00
530-400-225	TS - Traffic Services - W	445.92
530-400-310	TS - Asset Management	2,796.00
<b>Total Public Works Employees &amp; Benefits:</b>		<b>138,226.64</b>

**Other Transportation Services**

**Total Other Transportation Services:** 0.00

**Total TRANSPORTATION SERVICES:** 138,226.64

**ENVIRONMENTAL HEALTH SERVICES**

**Environmental Health Service**

540-100-110	EH - WTS - Wages - W	3,894.60
540-110-120	EH - Employee Benefits - WTS-W	304.85
540-200-100	EH - Wages - WTS - Staff - O	4,290.91
540-200-109	EH - WTS Hydro - O	238.39
540-200-110	EH - WTS - Municipal Waste Management	10,848.49
540-200-112	EH - WTS - Maintenance - O	216.44
540-200-113	EH - WTS - Maintenance - W	171.38
540-200-130	EH - Municipal Wells - Treesbank	117.04
540-200-135	EH - Municipal Wells - Hayfield	-798.30
540-200-150	EH - Recycling	4,835.16
540-200-160	EH - WTS Improvements	371.83
540-210-120	EH - Employee Benefits - WTS-O	348.75
<b>Total Environmental Health Service:</b>		<b>24,839.54</b>

**Total ENVIRONMENTAL HEALTH SERVICES:** 24,839.54

**PUBLIC HEALTH & WELFARE SERVICES**

**Total PUBLIC HEALTH & WELFARE SERVICES:** 0.00

**ENVIRONMENTAL DEVELOPMENT SERVICES**

**Total ENVIRONMENTAL DEVELOPMENT SERVICES:** 0.00

**ECONOMIC DEVELOPMENT SERVICES**

570-200-210	EC - Tourism	606.00
570-500-185	EC - Staff Appreciation	42.80
<b>Total ECONOMIC DEVELOPMENT SERVICES:</b>		<b>648.80</b>

**RECREATION & CULTURAL SERVICES**

**Total RECREATION & CULTURAL SERVICES:** 0.00

**FISCAL SERVICES**

Transfer to Capital

Municipality of Oakland-Wawanesa  
**General Operating Fund - Expenditures**

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End date: 2026-03-31

<b>Account Number</b>	<b>Account Description</b>	<b>Balance</b>
590-990-992	TF - Transfer to Capital - Fire	17,643.70
	<b>Total Transfer to Capital:</b>	<b>17,643.70</b>
<b>Contributions to Reserves</b>		
	<b>Total Contributions to Reserves:</b>	<b>0.00</b>
<b>Debentures Debt</b>		
	<b>Total Debentures Debt:</b>	<b>0.00</b>
<b>Other Fiscal Services</b>		
	<b>Total Other Fiscal Services:</b>	<b>0.00</b>
	<b>Total FISCAL SERVICES:</b>	<b>17,643.70</b>
<b>TAX RESERVE PROVISION</b>		
	<b>Total TAX RESERVE PROVISION:</b>	<b>0.00</b>
	<b>Total EXPENDITURES:</b>	<b>347,850.49</b>

Municipality of Oakland-Wawanesa  
**General Operating Fund - Revenues & Transfers**

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Page 1 of 1

End date: 2026-03-31

Account Numb	Account Description	Actual
<b>OTHER REVENUES &amp; TRANSFERS</b>		
<b>OTHER REVENUES</b>		
<b>Added Taxes</b>		
<b>Licenses, Permits &amp; Fees</b>		
450-100-121	Drainage Application	100.00
450-100-100	Licenses - Business & Lottery	150.00
450-100-130	Key Charges	75.00
450-100-145	Aggregate Transport Fees	100.00
450-100-190	Grazing Leases	-11.39
<b>Protective Services</b>		
450-100-165	Fire Calls	1,206.89
<b>Environmental</b>		
450-100-158	Waste Disposal - Tire Recycling	869.50
450-100-160	Waste Disposal - Shingles	300.00
450-100-163	Recycling Contracts - Green Acres	2,050.17
<b>Sales of Service</b>		
<b>Sales &amp; Rentals</b>		
420-100-185	Tax Certificate Revenue	1,100.00
420-100-190	Sales of Goods (Maps, Pins)	120.00
420-100-210	Mobile Home Rentals	3,840.00
450-100-170	Sale of Land	2,000.00
<b>Interest &amp; Penalties</b>		
410-100-120	Tax and Redemption Penalties	2,692.50
460-100-102	Investment Income	5,099.80
<b>Other Income</b>		
490-100-100	Sundry - Miscellaneous Revenue	150.00
<b>Grants &amp; Donations</b>		
440-100-115	Charitable Donations/Grants Received	1,100.00
<b>Federal Government Grants</b>		
<b>Municipal Government Grants</b>		
<b>Total OTHER REVENUES:</b>		<b>20,942.47</b>
<b>TRANSFERS</b>		
<b>Total TRANSFERS:</b>		<b>0.00</b>
<b>Total OTHER REVENUES &amp; TRANSFERS:</b>		<b>20,942.47</b>

Municipality of Oakland-Wawanesa  
**UTILITY REVENUES AND EXPENDITURES**

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Page 1 of 1

End date: 2026-03-31

Account Numb	Budget	Balance
<b>Revenues</b>		
<b>Water and Sewer Charges</b>	0.00	2,583.60
<b>Other Revenues</b>		
750-100-130 Penalties	0.00	293.86
750-200-100 Investment Income	0.00	479.94
<b>Total Other Revenues:</b>	<b>0.00</b>	<b>773.80</b>
<b>Total Revenues</b>	0.00	3,357.40
<b>Expenditures</b>		
<b>Water Supply</b>		
760-100-100 UT - Administration-office	0.00	1,400.00
760-200-000 UT - Water/Wastewater contractor	0.00	6,110.94
760-200-010 UT - Training & Education (Water)	0.00	1,025.00
760-200-120 UT - Water Treatment Plant	0.00	8,153.56
760-200-150 UT - Transmission & Distribution	0.00	8,895.76
760-300-120 UT - Water Treatment Plant - Utilities	0.00	1,946.27
760-300-130 UT - Wells - Utilities	0.00	1,407.66
<b>Total Water Supply:</b>	<b>0.00</b>	<b>28,939.19</b>
<b>Sewage Collection and Disposal</b>		
770-200-000 UT - Water/Wastewater contractor	0.00	6,110.91
770-200-010 UT - Training & Education (Sewage)	0.00	375.00
770-400-120 UT - Sewage Lift Station - Pager,Clea	0.00	92.43
<b>Total Sewage Collection and Disposal:</b>	<b>0.00</b>	<b>6,578.34</b>
790-100-105 UT - Transfer to Capital - Utility	0.00	623.44
<b>Total Expenditures</b>	0.00	36,140.97
<b>Net Operating Surplus/(Deficit)</b>		
<b>Revenue</b>	0.00	3,357.40
<b>Expense</b>	0.00	36,140.97
<b>Total Net Operating Surplus/(Deficit)</b>	0.00	-32,783.57

## Delegation Request Form

To: Chief Administrative Officer

<b>CONTACT INFORMATION</b>		
Adeline Thames		
FIRST NAME Lucas	LAST NAME Reindler	
PHONE 514-346-3132	ALTERNATE TELEPHONE	
ADDRESS Suite 530, 245 Victoria Ave		
CITY Montreal	PROVINCE Quebec	POSTAL CODE H4A 2H3
EMAIL ADDRESS lucas.reindler@bright-diamond.net		
COMPANY OR ORGANIZATION (if applicable) Innergex Renewable Energy Inc.		

<b>DATE YOU WISH TO APPEAR AS A DELEGATE</b>		
<i>This form <b>must</b> be returned to the CAO in accordance with the Policy prior to the meeting</i>		
Meeting you wish to attend:	<input type="radio"/> Council Meeting	<input type="radio"/> Committee Meeting (please specify)
Council Mtg	April 21, 2026	

<b>SUBJECT YOU WISH TO DISCUSS</b> MB Hydro RFP update
---

<b>DETAILS ON THE SUBJECT</b> Update on MB Hydro Process and engagement with planning authority regarding bid prep and required documentation for a proposed wind energy project.
--

**\*Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, where a Public Hearing has been held in accordance with an enactment as a prerequisite to the adoption of a by-law; or if its purpose is to deal with a matter that is outside the jurisdiction or legal authority of the Municipality; the Municipality reserves that right not to hear such delegations.**

<i>I acknowledge that only the above matter will be discussed during the delegation. I further acknowledge that audio/video recordings will only be made in accordance with Section 5.28 of the Oakland-Wawanesa Procedural By-law.</i>	
Signed Lucas Reindler	Date April 2, 2026

Return completed form to the Nesbitt or Wawanesa Municipal Office, or email [adminassist@oakland-wawanesa.ca](mailto:adminassist@oakland-wawanesa.ca) or fax 204-824-2374

**Submit**

## Receipt and Thank you

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**From** Wawanesa Express <wawanesaexpressnews@outlook.com>

**Date** Sun 4/12/2026 1:50 PM

**To** Tara Wilkinson <adminassist1@oakland-wawanesa.ca>

 1 attachment (31 KB)

Invoice\_1751\_2026-04-12.pdf;

Thanks you so much for the grant that we received from you.

Please find the receipt attached.

The continued support certainly helps our small paper in providing news and communication to our community!

Thanks so much!

---

Wawanesa Express Newspaper

Confidentiality Warning: This email and any attachments may be privileged and/or confidential. Any distribution, use or copying of this email or the information it contains by other than an intended recipient is unauthorized. If you received this email in error, please advise the sender (by return email or otherwise) immediately.

COMMITTEE REPORT FOR Ward 3

COUNCIL MEETING DATE April 21, 2026

SUBMITTED BY Councillor Fisher

I would like to report the following:

I attended the March regular Council meeting.

I attended the Financial Plan Public Hearing

I attended two Special Meetings for the Tractor Tender

I attended the Oakland-Wawanesa Parks and Recreation meeting.

Reviewed all emails and documents from Council and Administration and ratepayer.

I have driven every road that I possibly can in the last two weeks.

Anything else I will bring up at the meeting.

Councillor Ward 3

Mike Fisher

COMMITTEE REPORT FOR Ward 3 (name of committee)

COUNCIL MEETING DATE April 21, 2026

SUBMITTED BY Councillor Jones

Reviewed emails, bank recs

Meetings for new tractor tender

Discussed payment methods to lower rate payers' contributions for new shop if approved

Councillor Ward 3

Frank Jones

COMMITTEE REPORT FOR Ward 2 (name of committee)

COUNCIL MEETING DATE April 21, 2026

SUBMITTED BY Councillor Hatch

**I would like to report the following:**

Attended March council meeting

Did various work with tractor and shop tenders

Reviewed council emails

Checked some RM roads work from last year

COMMITTEE REPORT FOR Ward 1

COUNCIL MEETING DATE April 21/26

SUBMITTED BY Councillor Gullett

I would like to report the following.

- Attended regular March meeting
- Attended budget meeting
- Attended two meetings regarding new tractor
- Answered messaged
- Reviewed emails
- Reviewed bank recs
- Met with rate payer regarding water issue
- Reviewed PW weekly reports

Anything else I will bring up at our monthly meeting.

Councillor Gullett

COMMITTEE REPORT FOR Ward 1 (name of committee)

COUNCIL MEETING DATE April 21, 2026

SUBMITTED BY Councillor McDonald

I would like to report the following:

- I attended the March Council meeting
- I met with Handi Van Secretary Treasurer to discuss Handi Van operation/sign cheques/sign papers and go over with her information regarding Handi Van
- I had discussions with our Public Works Forman regarding Roads/Equipment/Streets and received and reviewed her weekly report
- I received and responded to Emails/Texts/Phone Calls from Ratepayers/Office/Councillors/Head of Council
- I reviewed the monthly Bank Reconciliations
- I attended a Building Committee meeting
- I attended 2 Tractor tender meetings

Anything else I will bring up at our monthly meeting.

Councillor

Bob McDonald

COMMITTEE REPORT FOR HEAD OF COUNCIL

COUNCIL MEETING DATE April 21, 2026

SUBMITTED BY Dave Kreklewich

I would like to report the following:

- **Attended the Municipal office on various occasions to review matters with the CAO as well as reviewing invoices and signing cheques.**
- **Received and reviewed emails from ratepayers and Councillors.**
- **I chaired the public hearing on the 2026 financial plan on March 17.**
- **I chaired a special meeting on the bids for the purchase of a new tractor March 31.**
- **I chaired a special meeting on follow up information relative to the purchase of a new tractor April 2.**

## CHIEF ADMINISTRATIVE OFFICER'S REPORT – April, 2026

### **Provincial Conference Calls**

The conference call with the Province was Thursday, April 9, 2026

### **Property Matters**

Land transfer documents have been signed by the Municipality for the purchase of lots in Rounthwaite.

I have forwarded documentation to the solicitor for the transfer of lots in Carroll.

Property matters at Lot 8, Brandon Hills Mobile Home Park is ongoing – awaiting word from the Public Trustee on whether or not there is a mortgage registered with a bank on the property.

The Keystone Planning District has commenced administration of development and building inspection services. Reports are provided monthly along with invoices.

I have been working on a potential addendum to an existing agreement for property in Wawanesa. Meetings have taken place with the property owner and potential affected property owners. More information to follow in the next month or two.

### **Meetings with Members of Council**

Discussions continue with members of Council either in person, over the phone, or by email.

### **Other Meetings and Conferences**

I participated in a webinar related to volunteer led, municipal owned assets.

### **Public Works Shop Debenture**

The Municipality has been advised that a public hearing will be held by The Municipal Board on May 1, 2026 from 9:30 a.m. to 4:30 p.m. at the Wawanesa Hall. The Municipality's presentation to the Board was couriered on April 13.

### **Budget Preparation**

The required public hearing was held, so it would now be in order for Council to do the necessary amendment to the Tax Levy By-law to give it second and third readings.

## **FIPPA Annual Report**

The annual FIPPA report has been submitted with a copy retained on file.

## **Election 2026**

Councillor Rome resigned from his position as councillor effective April 10, 2026. Council will be required to make a decision regarding a by-election as the resignation did not fall within six months of the next general election.

An election page has been created on the Municipal website for information on the 2026 general election. The required advertising for changes to the voters list and application for personal security has been done. The Notice of Registration for the position of Head of Council has been advertised. The campaign period and candidate registration period for that position commences May 1.

J. Swidnicki  
Chief Administrative Officer

## Financial Officer Report – April 2026

- Submitted Municipal Asset Management Status Report prior to March 27, 2025 deadline
- Submitted MMSM cost monitoring survey prior to April 16, 2026 deadline
- Submitted yearly reports for the Rural Strategic Infrastructure Funding as per agreement.
- Received second payment of Recycling rebate
- Completed bank recs for MOW and SRR
- Still getting a few questions from the auditors
- Still 1 property in tax sale

M. Sturgeon

Financial Officer



**Agenda Report: Public Works**  
**By: Chelsea Long**  
**April 21th, 2026**

**Public Works On-Going**

- Contractor booked for repairs on overhead door
- Shop site visit on Shop Tender
- Safety meeting – Spring driving conditions
- Attended 2 meetings regarding Tenders
- Viewed tractors for tender
- Meeting with Ritchie Brothers, cleaned CASE tractor for auction
- Road Restrictions are on
- Booked rental semi
- Gravel Crushing Tender
- MTI Weed Maintenance Proposal
- Reclaiming gravel

**Municipal Water Wells**

- Water leak detected and repaired – Park Street
- Chemical ordered

**Transfer Stations**

- No Issues

**Equipment**

- New windshield on Seirra
- Wings off graders and putting packers on

Oakland-Wawanesa Fire Dept Mounthly Report 2026

**Call#      Date      Time      Function/Event/Practise      Location      Personnel      Equipment**

**January**

	2026-01-06	19:00:00	Training	firehall	14	
	2026-01-16	19:00:00	equipment checks	firehall	6	
26-01	2026-01-17	13:19:00	MFR Call	wawa	2	1 unit
	2026-01-29	08;00	Mutual Aid Meeting	Brandon	1	
26-02	2026-01-29	18:40:00	Mutual Aid Souris	souris	2	1 unit

**Feb**

	2026-02-03	19:00:00	Training	firehall	22	
	2026-02-05	19:00:00	equipment checks	firehall	8	
26-03	2026-02-07	17:27:00	Fire Alarm	wawa	7	
26-04	2026-02-08	10:43:00	MFR Call	oakland	3	1 unit
26-05	2026-02-11	17:47:00	False alarm Structure	wawa	14	5 Units
26-06	2026-02-13	07:30:00	MFR Call	wawa	2	1 unit
	2026-02-25	09:30:00	Fire inspection	wawa	1	
	2026-02-25	10:15:00	Fire inspection	wawa	1	
	2026-02-25	19:00:00	MFR Training	wawa	7	
26-07	2026-02-26	17:52:00	MFR Call	South Cyp	4	1 unit

**March**

	2026-03-05	13:00:00	Public Ed	firehall	1	
26-08	2026-03-05	19:54:00	Structure Fire	oakland	15	5 Units
26-09	2026-03-07	08:30:00	MFR Call	Wawa	3	1 unit
	2026-03-07	09:30:00	Fire truck to Carman		2	1 unit
26-10	2026-03-11	21:53:00	MVC rd102 & #2 & MFR	Oakland	16	5 Units
26-11	2026-03-30	13:51:00	MVC River valley &MFR	oakland	12	5 Units

**April**

26-12	2026-04-01	02:40:00	MFR Call	Wawa	2	1 unit
	2026-04-07	18:30:00	CPR recert	firehall	11	
	2026-04-08	18:30:00	CPR recert	firehall	12	

March 24, 2026

**Building Feasibility Ad Hoc Committee Report**  
**March 24, 2026**  
**4:00 p.m. at the Council Chamber**

The members of the Building Feasibility Ad Hoc Committee met in the Council Chamber on Tuesday, March 24, 2026. Members Present: Councillors Gullett, Hatch, Jones and McDonald.

Staff in attendance: Chief Administrative Officer Joni Swidnicki, and Public Works Manager Chelsea Long.

The meeting was called to order and Councillor Hatch was named Chairperson.

The Committee reviewed draft specifications for a shop building and made suggested changes.

**Resolutions To Council (for a meeting to be held electronically)**

BE IT RESOLVED that the shop building specifications be provided to Council for approval.

\_\_\_\_\_  
C. Hatch, Chair

\_\_\_\_\_  
J. Swidnicki, CAO

MUNICIPALITY OF OAKLAND-WAWANESA

By-law No. 52-2026

BEING a By-law of the Municipality of Oakland-Wawanesa to levy taxes for 2026.

WHEREAS Section 304(1) of The Municipal Act provides that the Council of each municipality must by by-law:

- (a) Set a rate or rates of tax sufficient to raise
  - (i) The revenue to be raised by property taxes as set out in the operating budget, and
  - (ii) The revenue to be raised in the year to pay for a local improvement on special service and to pay the requisitions payable by the municipality.
- (b) Impose taxes
  - (i) In accordance with the tax rate or rates set under clause (a) on the portioned value of each assessable property in the municipality that is liable under The Municipal Assessment Act to that tax, and
  - (ii) Where the tax is in respect of a local improvement or special service, in accordance with the local improvement or special services by-law, and
- (c) Set a due date for payment of the taxes.

AND WHEREAS subsection 346(2) of The Municipal Act provides that “A Council may by By-law

- (a) set a rate, subject to any limitation prescribed by the minister by regulation, at which penalties may be imposed in respect of tax arrears, and
- (b) impose penalties at that rate,

AND WHEREAS the Council of the Municipality of Oakland-Wawanesa has made estimates of all sums required by the corporation for the year 2026, which estimates are attached hereto as Schedule “A” and forms part of this By-law;

AND WHEREAS it is necessary by By-law or By-laws to levy a rate or rates of so much on the dollar upon the assessed value of all rateable property liable therefore in the Municipality as the Council deems sufficient to raise the sums required for the lawful purposes of the corporation as shown by the said estimates;

AND WHEREAS the assessed value of the whole rateable property within the Municipality of Oakland-Wawanesa according to the latest revised assessment roll is \$204,059,250.00 dollars;

AND WHEREAS it is necessary to fix the rates of taxation for the purposes aforesaid and the time for the payment of all rates and taxes so fixed and levied;

NOW THEREFORE the Council of the Municipality of Oakland-Wawanesa in open Council assembled enacts as follows:

**ESTIMATES**

1. That the Financial Plan of Council of the Municipality of Oakland-Wawanesa of all sums required for the lawful purposes of the corporation for the year 2026 as set forth in Schedule “A” hereto attached and identified by the signature of the Head of Council and the Chief Administrative Officer, is hereby approved, and adopted.

## REQUISITION PURPOSES

2. That the following respective rates of so much on the dollar be and are hereby levied for the year 2026 upon the assessed value of all rateable property in the Municipality respectively liable therefore according to the latest revised assessment roll of general and personal property thereof, to raise the sum required for the uncontrollable purposes of the corporation, which said rates, assessed values and sums required are set out in Schedule "A", viz;

(a) The following respective foundation rates of so many mills on the dollar, levied under Section 184 of The Public Schools Act, shown in Schedule "A", viz;

Farm and Residential – 0.000 mills on the dollar  
(ESL) Commercial and Other – 7.411 mills on the dollar

(b) The following respective special rate of so many mills on the dollar, levied under Section 188 of The Public Schools Act, shown in Schedule "A", viz:

Brandon School Division #40 – 15.111 mills on the dollar  
to provide for payment of the Special School District Levy

Southwest Horizon School Division #43 – 9.670 mills on the dollar  
to provide for payment of the Special School District Levy

## CONTROLLABLE PURPOSES

3. That the following respective rates of so much on the dollar be and are hereby levied for the year 2026 upon the assessed value of all rateable property in the municipality respectively liable therefore according to the personal property thereof, to raise the sums required for the controllable purposes of the corporation, which said rates, assessed value and sums required are set out in Schedule "A" viz:

### General Municipal

(a) That an At Large Rate of 10.069 mills on the dollar be and is hereby levied for the year 2026 upon the assessed value of all the rateable property in the Municipality liable therefore, according to the last revised general and personal property assessment roll thereof to provide for the payment of the amount estimated as required for the general controllable purpose of the corporation.

### Debenture Debt Charges and Special Service Levies

- (b) A rate of 1.202 mills on the dollar to be levied against the whole rateable property of Wawanesa Ward 1 in the Municipality of Oakland-Wawanesa to provide for the Lagoon Debenture By-Law (5-16) in the amount of \$35,663.52.
- (c) That a per parcel rate of \$252.25 per parcel be levied against Wawanesa Ward 1 properties, who have not prepaid, to pay for levies in accordance with By-Law (5-16) for the Lagoon Debenture in the amount of \$74,918.25.
- (d) That a per parcel rate of \$50.00 per parcel be levied for all Wawanesa Ward 1 residential properties with no dwelling units to provide recreation support services in accordance with By-law No. 43-2024 in the amount of \$1,100.00.
- (e) That a per parcel rate of \$135.00 per parcel be levied for all other Wawanesa Ward 1 properties to provide recreation support services in accordance with By-law No. 43-2024 in the amount of \$40,095.00.
- (f) A rate of 0.265 mills on the dollar to be levied against all Class 30 properties to provide 25% of \$77,085.00 for recreation support services in accordance with By-law No. 43-2024.
- (g) A rate of 0.426 mills on the dollar to be levied against all other class of properties to provide for 75% of \$77,085.00 for recreation support services in accordance with By-law No. 43-2024.

- (h) That a per parcel rate of \$50.00 per parcel be levied for all residential properties with no dwelling units to provide for collection and transportation of waste and recyclable materials in accordance with By-law No. 44-2024 in the amount of \$4,900.00.
- (i) That a per parcel rate of \$14.65 per parcel be levied for all Class 30 properties to provide for collection and transportation of waste and recyclable materials in accordance with By-law No. 44-2024 in the amount of \$13,800.30.
- (j) That a per parcel rate of \$103.98 per parcel be levied for all other class properties to provide for collection and transportation of waste and recyclable materials in accordance with By-law No. 44-2024 in the amount of \$78,088.98.
- (k) That a rate of 1.007 mills on the dollar to be levied on all Wawanesa properties in accordance with By-law No. 13-2021 as amended by By-Law No 24-2022, in the amount of \$29,716.15.

**PAYMENT OF TAXES**

- 4. That all taxes and rates imposed and levied in the Municipality of Oakland-Wawanesa for the year 2026 shall be deemed to have been imposed and to be due and payable prior to 4:30 P.M. on the 31<sup>st</sup> day of October, A.D., 2026. Upon all taxes remaining unpaid after the 31<sup>st</sup> day of October, A.D., 2026 there shall be added a penalty on the first day of each month and every month thereafter, an amount calculated at the rate of one and one-quarter (1¼%) per centum per month until such taxes are paid, or the land sold for arrears of taxes and costs.

DONE AND PASSED by a By-Law of the Municipality of Oakland-Wawanesa by the Council thereof, in open session assembled, this    day of    A.D., 2026.

MUNICIPALITY OF OAKLAND-WAWANESA

\_\_\_\_\_  
Head of Council

\_\_\_\_\_  
Chief Administrative Officer

Read a first time this 17<sup>th</sup> day of March 2026.

Read a second time this    day of April 2026.

Read a third time this    day of April 2026.

Schedule "A" to BL 52-2026

**THE FINANCIAL PLAN**

**Municipality of Oakland-Wawanesa**

**For the Year 2026**

	ATTACHED	NOT APPLICABLE
Page 1 General Operating Fund - Budgeted Revenue and Expenditure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Page 2 General Operating Fund - Budgeted Other Revenue and Transfers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Page 3 General Operating Fund - Budgeted Expenditure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Page 4 General Operating Fund - Budgeted Expenditure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Page 5 General Operating Fund - Budgeted Expenditure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Page 6 Utility Operating Fund - Budgeted Revenue and Expenditure		
Utility of <u>Wawanesa</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utility of _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Utility of _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Page 7 Local Urban District - Budgeted Revenue and Expenditure		
L.U.D. of _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L.U.D. of _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L.U.D. of _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Page 8 Calculation of Tax Levies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Page 9 Sundry Revenue and Expenditure Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Page 10 Rural Area and General Municipal Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Page 11 General Operating Fund - Debenture Debt Charges	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Page 12 Utility Operating Fund - Debenture Debt Charges	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Page 13 Capital Budget (Current Year)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Page 14 Capital Expenditure Program (Subsequent Five Years)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

APRIL 9, 2026

**GENERAL OPERATING FUND  
BUDGETED REVENUE AND EXPENDITURE**

Municipality of Oakland-Wawanesa

For the Year 2026

**REVENUE**

	Last Year Budgeted	Last Year Actual	This Year Budgeted	Next Year Budgeted
Total Tax Levy - Page 8	4,649,179.23	4,629,231.08	4,887,620.20	4,700,000.00
Total Grants in Lieu of Taxes - Page 8	52,697.67	52,788.29	55,449.09	53,000.00
Sub-total	4,701,876.90	4,682,019.37	4,943,069.29	4,753,000.00
School Requisitions (deduct) - Page 8	2,359,163.59	2,342,123.17	2,534,054.00	2,360,000.00
<b>Municipal Taxes and Grants in Lieu of Taxes</b>	<b>2,342,713.31</b>	<b>2,339,896.20</b>	<b>2,409,015.29</b>	<b>2,393,000.00</b>
Other Revenue - Page 2	900,983.89	639,048.18	1,101,275.24	561,041.52
Transfers from Accumulated Surplus & Reserves - Page 2	0.00	0.00	35,000.00	0.00
<b>Total Municipal Revenue</b>	<b>3,243,697.20</b>	<b>2,978,944.38</b>	<b>3,545,290.53</b>	<b>2,954,041.52</b>

**EXPENDITURE**

General Government Services	635,994.22	604,749.31	654,540.17	645,855.63
Protective Services	152,657.74	190,244.86	188,584.34	179,517.83
Transportation Services	1,015,835.98	943,877.59	995,840.31	1,000,578.48
Environmental Health Services	147,585.37	144,147.54	157,579.16	160,575.56
Public Health and Welfare Services	28,600.00	28,553.41	28,600.00	28,600.00
Environmental Development Services	6,000.00	3,231.25	121,500.00	6,000.00
Economic Development Services	32,280.00	25,334.78	37,306.00	32,528.18
Recreation and Cultural Services	116,570.00	124,464.80	118,780.14	121,145.74
Fiscal Services	463,956.34	140,304.35	640,304.34	140,304.35
Transfers - Deficit Recovery - Page 9	0.00	0.00	0.00	0.00
- To Reserves - Page 5	643,783.00	592,867.50	602,837.99	638,935.75
<b>Total Basic Expenditure</b>	<b>3,243,262.65</b>	<b>2,797,775.39</b>	<b>3,545,872.44</b>	<b>2,954,041.52</b>
Allowance For Tax Assets - Page 8	434.55		-581.91	
<b>Total Municipal Expenditure</b>	<b>3,243,697.20</b>	<b>2,797,775.39</b>	<b>3,545,290.53</b>	<b>2,954,041.52</b>
Net Operating Surplus (Deficit)	0.00	181,168.99	0.00	-0.00

Departmental Use Only	Adopted by Resolution of Council
	_____ (Head of Council)
	_____ (Chief Administrative Officer)
	_____20__

**GENERAL OPERATING FUND  
BUDGETED OTHER REVENUE AND TRANSFERS**

Municipality of Oakland-Wawanesa

For the Year 2026

<b>Other Revenue</b>		Last Year Budgeted	Last Year Actual	This Year Budgeted	Next Year Budgeted
Taxes Added		31,000.00	55,654.62	31,000.00	31,000.00
Tax Penalties		18,000.00	14,734.95	18,000.00	18,000.00
Licenses	- Animal				
	- Business				
	- Other _____	175.00	227.50	175.00	175.00
Permits	- Building	4,000.00	4,030.00	1,000.00	1,000.00
	- Other - Approaches & Drainage	300.00	750.00	400.00	300.00
Fines	- Animal Control	300.00	1,424.28	300.00	300.00
Sales of Service	- General Government-Tax Cert	3,000.00	3,500.00	3,000.00	3,000.00
	- Protective	14,390.00	19,280.52	14,390.00	14,400.00
	- Transportation-Aggregate	30,500.00	53,603.60	20,000.00	20,000.00
	- Environmental Health	53,665.21	56,099.17	44,551.39	47,841.18
	- Public Health and Welfare				
	- Environmental Development				
	- Economic Development				
	- Recreation and Culture				
	- Other _____	20,000.00	17,583.79	20,000.00	20,000.00
Sales of Goods		900.00	9,487.83	7,350.00	3,900.00
Rentals		0.00	0.00	0.00	0.00
Trailer Park Rentals					
Trailer Park Fees / Grazing Leases		14,240.00	14,205.59	16,135.18	16,452.20
Concessions and Franchises					
Returns from Investments		22,000.00	27,400.11	22,000.00	17,000.00
Development and Dedication Fees					
<b>Unconditional Grants - Municipal Operating</b>		247,656.00	248,208.81	255,085.68	260,187.39
	- Other <u>WAB</u>	14,872.68	16,239.79	0.00	0.00
	- Other _____				
Conditional Grants	- <del>Emergency Mitig/Green Team/</del> <u>MCBF</u>	323,652.00	3,398.97		
	- Federal - Gas Tax	101,833.00	50,916.50	104,887.99	106,985.75
(Page 9)	- Provincial Government	0.00	0.00	542,500.00	0.00
	- Municipal Government				
	- Other _____	0.00	0.00	0.00	0.00
	- Other <u>OWPR Office</u>	500.00	500.00	500.00	500.00
Other Income	<u>Donations to Fire Dept</u>	0.00	21,322.93	0.00	0.00
	<u>Donations to EMR</u>	0.00	4,321.22	0.00	0.00
	<u>Charitable Donations</u>	0.00	16,158.00	0.00	0.00
	_____				
	_____				
<b>Total Other Revenue - Page 1</b>		900,983.89	639,048.18	1,101,275.24	561,041.52
Transfers From					
	- Accumulated Surplus	0.00	0.00	0.00	0.00
	- Reserves (Page 13)	0.00	0.00	35,000.00	0.00
<b>Total Transfers - Page 1</b>		0.00	0.00	35,000.00	0.00
<b>TOTAL OTHER REVENUE AND TRANSFERS - PAGE 8</b>		900,983.89	639,048.18	1,136,275.24	561,041.52

**BUDGETED EXPENDITURE**

Municipality of Oakland-Wawanesa

For the Year 2026

		Last Year Budgeted	Last Year Actual	This Year Budgeted	Next Year Budgeted
<b>GENERAL GOVERNMENT SERVICES</b>					
1100	Legislative	87,135.50	71,902.81	89,719.57	91,493.96
1200	General Administrative				
1212	Chief Administrative Officer and Staff	301,771.72	293,358.05	291,920.39	296,209.59
1215	Office	95,550.00	97,022.79	97,211.01	99,204.64
1216	Legal	23,000.00	11,246.54	23,000.00	23,000.00
1217	Audit	15,000.00	16,157.00	16,500.00	16,750.00
1218	Assessment	39,045.00	37,847.22	40,118.74	41,222.00
1240	Taxation	20,000.00	17,011.16	20,000.00	22,000.00
1300	Other General Government				
1310	Elections	3,000.00	1,662.02	10,000.00	3,000.00
1320	Conventions	14,800.00	14,448.09	19,300.00	14,800.00
1330	Damage Claims and Liability Insurance	36,000.00	43,471.63	45,000.00	46,350.00
1340	Intergovernmental Relations				
1350	Grants - General	19,000.00	18,930.00	19,100.00	9,100.00
1360	Other General Government-Sundry				
	Past-Service Pension Payments				
	Unallocated Employee Benefits				
<b>SUB-TOTAL GENERAL GOVERNMENT SERVICES</b>		<b>654,302.22</b>	<b>623,057.31</b>	<b>671,869.70</b>	<b>663,130.19</b>
1991	Recoveries (deduct) - Utility	-18,308.00	-18,308.00	-17,329.53	-17,274.56
<b>TOTAL GOVERNMENT SERVICES - TO PAGE 1</b>		<b>635,994.22</b>	<b>604,749.31</b>	<b>654,540.17</b>	<b>645,855.63</b>
<b>PROTECTIVE SERVICES</b>					
2100	Police				
2400	Fire	114,515.00	136,457.68	130,090.00	131,493.60
2500	Emergency Measures				
2510	Emergency Measures Organization	3,000.00	1,758.85	3,000.00	3,000.00
2520	Flood Control	2,000.00	0.00	2,000.00	2,000.00
2540	Ambulance Services	15,500.00	40,327.58	15,500.00	15,770.00
2550	Other				
2600	Other Protection				
2621	Building Inspection	2,500.00	640.00	22,500.00	11,500.00
2622	Electrical Inspection				
2623	Plumbing Inspection	2,500.00	0.00	2,500.00	2,500.00
2626	Other Safety Inspections				
2630	License Inspection				
2640	Animal and Pest Control	3,800.00	2,218.01	3,800.00	3,876.00
2650	Other - Traffic Services				
	Other - 911 Agreements___	8,842.74	8,842.74	9,194.34	9,378.23
<b>TOTAL PROTECTIVE SERVICES - TO PAGE 1</b>		<b>152,657.74</b>	<b>190,244.86</b>	<b>188,584.34</b>	<b>179,517.83</b>
<b>TRANSPORTATION SERVICES</b>					
Road Transport					
Administration					
32200	Engineering				
Roads and Streets					
Unallocated Costs					
32301	- Wages and Benefits	378,505.98	323,394.62	373,070.31	380,972.71
32302	- Equipment Fuel	100,000.00	95,977.79	100,000.00	100,000.00
32303	- Equipment Repairs and Maintenance	93,500.00	119,014.78	67,500.00	60,276.67
32304	- Equipment Insurance and Registration	35,170.00	33,383.25	37,000.00	37,740.00
32305	- Workshop and Yard Operations	38,500.00	30,915.24	33,500.00	34,547.50
	- PW Manager's Cell Phone	1,510.00	1,000.10	1,510.00	1,510.00
	- Asset Management	7,050.00	9,283.43	11,500.00	7,000.00
Road Construction and Maintenance					
32311	- Labour	22,000.00	39,718.00	20,000.00	20,400.00
32312	- Materials (Gravel crushing)	130,000.00	119,403.90	163,900.00	168,817.00
32313	- Rentals (Gravel Trucking, Truck Rentals)	125,000.00	113,523.73	127,700.00	129,554.00
	- Dust Control	3,000.00	1,491.28	3,000.00	3,000.00
	Road Construction Projects	0.00	0.00	5,000.00	0.00
<b>Transportation Services Sub-Total Forward to Page 4</b>		<b>934,235.98</b>	<b>887,106.12</b>	<b>943,680.31</b>	<b>943,817.88</b>

**BUDGETED EXPENDITURE**

Municipality of Oakland-Wawanesa

For the Year 2026

		Last Year Budgeted	Last Year Actual	This Year Budgeted	Next Year Budgeted
Transportation Services Sub-Total Forward from Page 3		934,235.98	887,106.12	943,680.31	943,817.88
32330	Sidewalks and Boulevards	3,000.00	0.00	5,000.00	2,000.00
32340	Ditches and Road Drainage	8,000.00	6,038.50	8,000.00	8,000.00
32350	Storm Sewers	17,500.00	2,297.93	2,500.00	2,500.00
32360	Street Cleaning				
32371	Snow and Ice Removal - Labour	3,000.00	946.57	3,000.00	3,000.00
32372	- Materials				
32373	- Rentals				
	- _____				
32400	Bridges	27,000.00	29,064.32	13,000.00	20,000.00
32500	Street Lighting	17,100.00	16,479.39	17,160.00	17,760.60
32600	Traffic Services	6,000.00	1,944.76	3,500.00	3,500.00
32700	Parking				
32900	Other Road Transport				
	Other Transportation Services	0.00	0.00	0.00	0.00
<b>TOTAL TRANSPORTATION SERVICES - TO PAGE 1</b>		<b>1,015,835.98</b>	<b>943,877.59</b>	<b>995,840.31</b>	<b>1,000,578.48</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>					
Garbage and Waste Collection					
4320	Garbage Collection	105,211.17	108,399.42	118,700.81	121,089.65
4330	Nuisance Grounds	8,100.00	4,060.74	4,500.00	4,500.00
Other Environmental Health					
4480	Municipal Wells	2,000.00	2,480.11	2,000.00	2,000.00
4490	Public Rest Rooms				
	Recycling	32,274.20	29,207.27	32,378.35	32,985.91
<b>TOTAL ENVIRONMENTAL HEALTH SERVICES - TO PAGE 1</b>		<b>147,585.37</b>	<b>144,147.54</b>	<b>157,579.16</b>	<b>160,575.56</b>
<b>PUBLIC HEALTH AND WELFARE SERVICES</b>					
Public Health					
5110	Health Unit				
5160	Cemeteries	7,500.00	7,500.00	7,500.00	7,500.00
5186	Handi Transit	15,000.00	15,000.00	15,000.00	15,000.00
	Seniors Independent Services Grant	1,300.00	1,300.00	1,300.00	1,300.00
Medical Care					
5220	Medical Officer				
	Other _____				
Hospital Care					
5370	Hospital Care	3,000.00	3,000.00	3,000.00	3,000.00
	Other _____				
Social Assistance					
5420	Social Assistance	1,800.00	1,753.41	1,800.00	1,800.00
	Other _____				
<b>TOTAL PUBLIC HEALTH &amp; WELFARE SERVICES-TO PAGE 1</b>		<b>28,600.00</b>	<b>28,553.41</b>	<b>28,600.00</b>	<b>28,600.00</b>
<b>ENVIRONMENTAL DEVELOPMENT SERVICES</b>					
6100	Planning and Zoning	4,000.00	1,046.25	4,000.00	4,000.00
Community Development					
6220	General Land Assembly				
6230	Urban Renewal				
6240	Beautification and Land Rehabilitation	2,000.00	1,935.00	32,500.00	2,000.00
6241	Urban Area Weed Control				
	Grant				
	Other Contract Services	0.00	250.00	85,000.00	0.00
<b>TOTAL ENVIRONMENTAL DEVELOPMENT SERVICES - TO PAGE 1</b>		<b>6,000.00</b>	<b>3,231.25</b>	<b>121,500.00</b>	<b>6,000.00</b>

**BUDGETED EXPENDITURE**

Municipality of Oakland-Wawanesa

For the Year 2026

		Last Year Budgeted	Last Year Actual	This Year Budgeted	Next Year Budgeted
<b>ECONOMIC DEVELOPMENT SERVICES</b>					
7100	Natural Resources				
7120	Agriculture				
7121	Destruction of Pests	1,500.00	72.72	1,500.00	1,500.00
7122	Protective Inspections				
7123	Rural Area Weed Control	20,000.00	15,145.38	25,000.00	20,000.00
7124	Drainage of Land				
7125	Veterinary Services	1,000.00	978.82	1,000.00	1,020.00
7130	Water Resources and Conservation	7,100.00	7,030.00	7,100.00	7,242.00
	Grants				
<hr/>					
7200	Regional Development				
7300	Industrial Development				
7400	Other Economic Development-Staff Appreciation	2,100.00	1,501.86	2,100.00	2,142.00
7410	Tourism	580.00	606.00	606.00	624.18
7420	Public Receptions				
<hr/>					
<b>TOTAL ECONOMIC DEVELOPMENT SERVICES - TO PAGE 1</b>		<b>32,280.00</b>	<b>25,334.78</b>	<b>37,306.00</b>	<b>32,528.18</b>

<b>RECREATION AND CULTURAL SERVICES</b>					
8110	Recreation				
8120	Community Centers and Halls	13,295.70	13,295.70	13,561.61	13,832.85
8130	Swimming Pools and Beaches	5,202.00	5,202.00	5,306.04	5,412.16
8140	Golf Courses				
8150	Skating Rinks and Arenas	40,851.00	40,851.00	41,668.02	42,501.38
8180	Parks and Playgrounds	795.60	795.60	811.51	827.74
8190	Other Recreational Facilities				
8195	Grants	55,925.70	50,362.50	56,932.95	58,071.61
<hr/>					
8240	Museums	500.00	500.00	500.00	500.00
8250	Libraries				
8280	Other Cultural Facilities				
8290	Charitable Donations/Grants	0.00	13,458.00	0.00	0.00
<hr/>					
<b>TOTAL RECREATION &amp; CULTURAL SERVICES - TO PAGE 1</b>		<b>116,570.00</b>	<b>124,464.80</b>	<b>118,780.14</b>	<b>121,145.74</b>

<b>FISCAL SERVICES</b>					
9111	L.U.D. of _____ -- Page 7				
9113	L.U.D. of _____ -- Page 7				
9114					
9320	Transfer to Capital - Page 13	323,652.00	0.00	500,000.00	0.00
9330	Transfer to Utility - Page 6	110,591.46	110,591.46	110,591.46	110,591.46
9410	Debenture Debt Charges - Page 11	29,712.88	29,712.89	29,712.88	29,712.89
9420	Other Long-term debt charges				
9430	Tax discount and short-term loan interest				
9440	Other Debt Charges				
	Other Fiscal Services				
<hr/>					
<b>TOTAL FISCAL SERVICES - TO PAGE 1</b>		<b>463,956.34</b>	<b>140,304.35</b>	<b>640,304.34</b>	<b>140,304.35</b>

<b>TRANSFERS</b>					
9900	General Reserve	50,000.00	50,000.00	50,000.00	50,000.00
9910	Specific-Purpose Reserves:				
9911	- Equipment Replacement	315,000.00	315,000.00	285,000.00	285,000.00
9912	- Building	50,000.00	50,000.00	50,000.00	50,000.00
9913	- Gas Tax	101,833.00	50,917.50	104,887.99	106,985.75
9914	-Long Term Service Reserve	1,450.00	1,450.00	1,450.00	1,450.00
9915	-Fire Reserve	124,500.00	124,500.00	110,500.00	144,500.00
9916	-WTS Decommissioning Reserve	1,000.00	1,000.00	1,000.00	1,000.00
9917	-Emergency Mitigation Reserve	0.00	0.00	0.00	0.00
<hr/>					
<b>TOTAL TRANSFERS - TO PAGE 1</b>		<b>643,783.00</b>	<b>592,867.50</b>	<b>602,837.99</b>	<b>638,935.75</b>

**UTILITY OPERATING FUND  
BUDGETED REVENUE AND EXPENDITURE**

Municipality of Oakland-Wawanesa

For the Year 2026

**REVENUE**

		Last Year Budgeted	Last Year Actual	This Year Budgeted	Next Year Budgeted
300	WATER CONSUMER SALES	217,436.01	242,888.36	225,000.00	227,250.99
	- Residential				
	- Commercial and Bulk				
	- Industrial				
	- Federal and Provincial				
	- Municipal and Schools				
310	SEWER SERVICE CHARGES				
	- Residential				
	- Commercial				
320	Discounts, Refunds and Cancellations				
	Net Consumer Revenue - Sub Total	217,436.01	242,888.36	225,000.00	227,250.99
330	Penalties	1,650.00	2,355.89	1,650.00	1,683.00
340	Hydrant Rentals	4,750.00	4,750.00	4,750.00	4,750.00
350	Installation Service	1,976.54	0.00	1,976.54	2,016.07
360	Investment Income	3,500.00	4,473.72	3,500.00	3,570.00
370	Provincial Grants	0.00	0.00	0.00	0.00
380	Other Revenue	133,000.00	0.00	500,000.00	0.00
390	Transfer from Revenue Fund - Page 5	110,591.46	110,591.46	110,591.46	110,591.46
396	Transfer from Reserves - Utility - Page 13	25,000.00	0.00	0.00	0.00
397	Transfer from Accumulated Surplus	0.00	0.00	0.00	0.00
	<b>TOTAL REVENUE</b>	<b>497,904.01</b>	<b>365,059.43</b>	<b>847,468.00</b>	<b>349,861.52</b>

**EXPENDITURE**

410	WATER SUPPLY				
411	Administration	9,154.00	9,254.00	8,937.28	9,237.28
412	Customer Billings and Collections	0.00	0.00	0.00	0.00
413	Purification and Treatment	36,923.86	32,863.91	36,370.98	37,230.96
414	Water Purchases	0.00	0.00	0.00	0.00
415	Service of Supply	5,500.00	3,590.56	5,500.00	5,610.00
416	Transmissions and Distribution	33,536.64	42,582.30	46,993.36	48,071.89
417	Other Water Supply Costs - Insurance	2,000.00	2,296.08	2,500.00	2,550.00
418	Other Contractor/Employee	26,012.10	25,248.83	26,443.82	26,443.82
	<b>TOTAL</b>	<b>113,126.60</b>	<b>115,835.68</b>	<b>126,745.44</b>	<b>129,143.95</b>
420	SEWAGE COLLECTION AND DISPOSAL				
421	Administration	9,154.00	9,154.00	8,937.28	8,637.28
422	Sewage Collection System	4,600.00	5,396.62	5,500.00	5,610.00
423	Sewage Lift Station	16,700.00	17,151.93	9,250.00	9,435.00
424	Sewage Treatment and Disposal				
425	Other Sewage Collection and Disposal Costs				
426	Other Contractor/Employee	25,731.94	25,800.30	26,443.82	26,443.82
	<b>TOTAL</b>	<b>56,185.94</b>	<b>57,502.85</b>	<b>50,131.10</b>	<b>50,126.10</b>
430	TRANSFER TO CAPITAL - Page 13	158,000.00	26,892.44	500,000.00	0.00
450	DEBENTURE DEBT CHARGES - Page 12	110,591.46	110,591.46	110,591.47	110,591.47
470	TRANSFERS				
471	Deficit Recovery, 20____ - Page 9	0.00	0.00	0.00	0.00
473	Transfer to Utility Reserve	60,000.00	60,000.00	60,000.00	60,000.00
474	Transfer to _____ Reserve				
	<b>TOTAL</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>60,000.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>497,904.00</b>	<b>370,822.43</b>	<b>847,468.01</b>	<b>349,861.52</b>
	<b>NET OPERATING SURPLUS (DEFICIT)</b>	<b>0.00</b>	<b>-5,763.00</b>	<b>-0.01</b>	<b>0.00</b>

**BUDGETED REVENUE AND EXPENDITURE**

Municipality of Oakland-Wawanesa

L.U.D. of \_\_\_\_\_

For the Year 2026

**EXPENDITURE**

	Last Year Budgeted	Last Year Actual	This Year Budgeted	Next Year Budgeted
General Government Services				
Legislative (Committee)				
Transportation Services				
Roads and Streets				
Sidewalks and Boulevards				
Ditches and Road Drainage				
Street Cleaning				
Snow and Ice Removal				
Street Lighting				
Other _____				
<b>Total Transportation Services</b>	0.00	0.00	0.00	0.00
Environmental Health Services				
Garbage Collection				
Nuisance Grounds				
<b>Total Environmental Health Services</b>	0.00	0.00	0.00	0.00
Environmental Development Services				
Weed Control				
Other _____				
<b>Total Environmental Development Services</b>	0.00	0.00	0.00	0.00
Recreation and Cultural Services				
Public Parks				
Transfers				
Deficit Recovery				
Transfer to Capital				
To Reserves				
<b>Total Transfers</b>	0.00	0.00	0.00	0.00
<b>Total Operating Expenditure</b>	0.00	0.00	0.00	0.00

**REVENUE**

Previous Years' Surplus				
L.U.D. Revenues _____				
_____				
_____				
Amount required from Taxation - Page 5 and Page 8				
Municipal Other Revenues Allocated to L.U.D.				
_____				
_____				
_____				
Tax Levy (Last Year Actual)				
<b>Total Operating Revenue</b>				
<b>Net Operating Surplus (Deficit)</b>				

YEAR-TO-YEAR SUMMARY:	
Amount Required from Taxation	_____
Assessment (Taxable and Grant-in-Lieu)	_____
Mill Rate	_____

L.U.D.	MUNICIPALITY
_____	_____ Reeve
_____ Chairperson	_____ Chief Administrative Officer

**CALCULATION OF TAX LEVIES**  
Municipality of Oakland-Wawanese

For the Year 2026

	Assessments				Expenditures			Mill Rate (M/R)	Revenues			
	Taxable	Grazing Lease and/or Converted fees	Grants in Lieu of Taxes	Total	Basic	Allowance Tax Assets	Total		Tax Levy	Grants in Lieu of Taxes	Grazing lease and / or Converted fees	Total
<b>Education (Requisition) Taxes:</b>												
Education Support Levy (ESL)	51,909,960.00		1,715,230.00	53,625,190.00	397,416.00	0.28	397,416.28	7.411	384,704.71	12,711.57	0.00	397,416.28
Brandon School Division	31,364,860.00	20,120.00	35,720.00	31,420,700.00	474,790.00	8.20	474,798.20	15.111	473,954.40	539.76	304.03	474,798.20
Southwest Horizon School Division	170,022,410.00	713,130.00	1,811,580.00	172,547,120.00	1,669,048.00	-517.35	1,668,530.65	9.670	1,644,116.70	17,517.98	6,895.97	1,668,530.65
				0.00			0.00					0.00
				0.00			0.00					0.00
				0.00			0.00					0.00
<b>Total Education Taxes</b>	<b>253,297,230.00</b>	<b>733,250.00</b>	<b>3,562,530.00</b>	<b>257,593,010.00</b>	<b>2,541,254.00</b>	<b>-508.87</b>	<b>2,540,745.13</b>		<b>2,502,775.82</b>	<b>30,769.31</b>	<b>7,200.00</b>	<b>2,540,745.13</b>

Page 1

	Assessments				Expenditures			Mill Rate Fr/PP	Revenues			
	Taxable	Otherwise Exempt	Grants in Lieu of Taxes	Total	Basic	Allowance Tax Assets	Total		Tax Levy	Grants in Lieu of Taxes	Other Revenues and Transfers	Total
<b>Municipal Taxes:</b>												
<b>Local Urban Districts</b>				0.00			0.00					0.00
				0.00			0.00					0.00
<b>Debenture Debt Charges</b>												
By-Law 05-16 Lagoon (Wawa)	24,587,700.00	4,689,040.00	393,410.00	29,670,150.00	35,673.22	-9.70	35,663.52	1.202	35,190.64	472.88		35,663.52
By-Law 05-16 Lagoon (Wawa)				0.00	74,918.25	0.00	74,918.25	per parcel	73,657.00	1,261.25		74,918.25
By-Law 24-2022 Ice Plant (Wawa)	24,587,700.00	4,529,190.00	392,690.00	29,509,580.00	29,712.88	3.27	29,716.15	1.007	29,320.71	395.44		29,716.15
				0.00		0.00	0.00					0.00
				0.00			0.00					0.00
				0.00			0.00					0.00
				0.00			0.00					0.00
				0.00			0.00					0.00

**Special Services Levies**

By-Law 43-2024 Rec Res No DU & all Wawa				0.00	41,195.00	0.00	41,195.00	per parcel	40,655.00	540.00		41,195.00
By-Law 43-2024 Recreation Class 30	72,463,660.00	59,450.00	86,280.00	72,609,390.00	19,271.25	-29.76	19,241.49	0.265	19,218.62	22.86		19,241.49
By-Law 43-2024 Recreation-All Other	128,294,860.00	5,654,280.00	1,699,510.00	135,648,650.00	57,813.75	-27.43	57,786.32	0.426	57,062.33	723.99		57,786.32
By-Law 44-2024-Residential No dwellings				0.00	4,900.00	0.00	4,900.00	per parcel	3,750.00	1,150.00		4,900.00
By-Law 44-2024 Class 30 Properties				0.00	13,800.30	-146.50	13,653.80	per parcel	13,492.65	161.15		13,653.80
By-Law 44-2024 All Other Class Properties				0.00	78,088.98	-311.94	77,777.04	per parcel	76,425.30	1,351.74		77,777.04

**Deficit Recovery**

General				0.00			0.00					0.00
Utility				0.00			0.00					0.00

**General Municipal**

At Large	202,211,950.00		1,847,300.00	204,059,250.00	2,054,223.57	449.02	2,054,672.59	10.069	2,036,072.12	18,600.46		2,054,672.59
Business Tax, Fees				0.00	0.00		0.00					0.00
Other Revenue and Transfers					1,129,075.24		1,129,075.24				1,129,075.24	1,129,075.24
<b>Total Municipal</b>					<b>3,538,672.44</b>	<b>-73.04</b>	<b>3,538,599.40</b>		<b>2,384,844.38</b>	<b>24,679.78</b>		<b>3,538,599.40</b>

**Total (Education + Municipal) Taxes**

	<b>6,079,926.44</b>		<b>-581.91</b>	<b>6,079,344.53</b>					<b>4,887,620.20</b>	<b>55,449.09</b>	<b>1,136,275.24</b>	<b>6,079,344.53</b>
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\* Added to Total Tax Levy on page 1

Page 1

Page 1

Page 1,9

Page 2











**FIVE YEAR CAPITAL EXPENDITURE PROGRAM  
Municipality of Oakland-Wawanesa**

PURPOSE	CAPITAL EXPENDITURE (Mark Priority 1, 2, 3, etc.)					SOURCE OF FUNDS				
	2027	2028	2029	2030	2031	Total	Operating	Reserves	Borrowing	Other
<b>PUBLIC WORKS</b>										
Schulte Mower (purchased 2021)		100,000.00				100,000.00		100,000.00		
1/2 ton truck/trailer (net of trade in)		75,000.00				75,000.00		75,000.00		
Tractor (net of trade in)						0.00				
Grader (c/w wing, net of trade in)	350,000.00				350,000.00	700,000.00		700,000.00		
Grader (c/w wing, net of trade in)			375,000.00			375,000.00		375,000.00		
Hotsy		11,000.00				11,000.00		11,000.00		
Reclaimer/Mulcher				60,000.00		60,000.00		60,000.00		
Snow Blower			10,000.00			10,000.00		10,000.00		
Front Plow (Capital I)						0.00				
Front Plow (Capital I)						0.00				
Salt/Sand Spreader						0.00				
Replace F250 with used fire truck			30,000.00			30,000.00		30,000.00		
Replace 2011 Sierra			60,000.00			60,000.00		60,000.00		
Semi Truck	70,000.00					70,000.00		70,000.00		
<b>FIRE</b>										
Fire hall Replacement in 40 years						0.00				
Unit 1 Replacement (Pumper) 2034						0.00				
Unit 2 Replacement (Rescue) 2039						0.00				
Breathing Apparatus	25,000.00		35,000.00		35,000.00	95,000.00		95,000.00		
Breathing App Bottles		10,000.00		10,000.00		20,000.00		20,000.00		
Bunker Gear	20,000.00				20,000.00	40,000.00		40,000.00		
Jaws Of Life-Replace in 2038 \$100,000						0.00				
Radios - replace in 10 years \$20,000						0.00				
Skid unit replacement		15,000.00				15,000.00		15,000.00		
Unit#4 - Side Cabinets										
Unit #4 - Pump Repairs										
New Member Gear						0.00				
<b>UTILITY</b>										
Water Meters - 262 meters				70,000.00	70,000.00	140,000.00		140,000.00		
Valves	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	25,000.00		25,000.00		
3 Phase Pump & Generator						0.00				
Filter Media (every 5 years)					35,000.00	35,000.00		35,000.00		
Water Line Replacement						0.00				
	470,000.00	216,000.00	515,000.00	145,000.00	515,000.00	1,861,000.00	0.00	1,861,000.00	0.00	0.00
<b>SOURCE OF FUNDS - ANNUAL</b>						<b>TOTAL</b>				
OPERATING						0.00				
RESERVES	470,000.00	216,000.00	515,000.00	145,000.00	515,000.00	1,861,000.00				
BORROWING						0.00				
OTHER						0.00				
<b>TOTAL</b>	470,000.00	216,000.00	515,000.00	145,000.00	515,000.00	1,861,000.00				

Departmental Use Only

Adopted by Resolution of Council

\_\_\_\_\_  
(Head of Council)

\_\_\_\_\_ 20\_\_

\_\_\_\_\_  
(Chief Administrative Officer)

The Municipality of Oakland-Wawanesa  
**Policy & Procedure Manual**

Policy  
#  
ADMIN002

Reference: Council	Classification: Policy
Subject: Tendering and Procurement Policy	Pages: 1 of 1
Authority: Resolution of Council	Effective Date: January 16, 2013
Approved: January 16, 2013	
Revised: <b>January 15, 2019</b>	
Amend: <b>March 31, 2029</b>	

**TITLE**

**Municipal Tendering and Procurement Policy**

**PURPOSE**

The purpose of this policy is to comply with the Provincial regulations.

**1. PRINCIPALS**

The following principals will guide the procurement practices of the Municipality and the process for the sale of municipal capital assets.

- An open, fair and consistent process for the procurement of all goods, services and construction projects that will ensure the best value for dollar spent.
- Procurement processes that encourage competitive bidding for supply of all goods and services.
- An open, fair and consistent process for the sale of surplus capital assets that will ensure the best value for capital assets sold.
- Accountability of the Municipality for the procurement of goods and services and the disposal of surplus capital assets.
- Where possible, the Municipality will utilize the services of AMM's Canoe Procurement to obtain best prices for goods and services already vetted through tender processes Province wide.

**2. PREAMBLE**

The purpose of this policy is to establish guidelines for the purchase of goods and services and for the construction projects undertaken by the Municipality and guidelines for the sale of municipal capital assets.

### **3. DEFINITIONS**

**Bid** means competitive bid received from a supplier in response to a verbal or written Request for Quotation (RFQ), a Request for Proposal (RFP) or an Invitation to Tender.

**Bid Opportunity** means a publicly advertised invitation for suppliers to submit bids for the provisions of goods and services through a Request for Quotation, a Request for Proposal or an Invitation to Tender.

**Goods** mean all types of personal property (machinery, gravel, office supplies, computer hardware, land, etc.).

**Minor goods or services** means standard purchases or repairs with a value less than \$15,000.

**Services** mean all types of services, including construction, consulting, engineering and design, accounting and auditing service, legal services, maintenance, operation and repair of buildings, machines or equipment, etc.

### **4. SCOPE**

The policy applies to the procurement of goods and services by purchase, lease rental or other agreement by the Municipality and the disposal of surplus capital assets by the Municipality.

### **5. PROCUREMENT GUIDELINES**

The value of goods and services is the total financial commitment resulting from the procurement, including any premiums, fees, commissions, interest, duty, freight and applicable taxes.

The following guidelines will be followed for the purchase of goods and services:

- **More than \$15,000.00** – For the acquisition of goods and services with a value of more than \$15,000.00, at least 3 written quotations will be required. These quotations shall be written except during a state of local emergency where due to immediate need and time constraints normal procurement methods cannot be followed.
- **More than \$200,000.00** – For the acquisition of goods and services of more than \$200,000.00, the Municipality will provide a bid opportunity, using a procurement method identified in Section 6 of this policy.

Bid opportunities will be posted on the Municipality's website and advertised in a newspaper with general circulation or by digital advertising format.

The bid opportunity will also be posted on MERX.

The Municipality is not required to accept a bid if Council decides not to proceed with the purchase, if all bids are too high, or if none meet the needs of the Municipality.

If, following a bid process, Council determines a better price for comparable goods can be obtained via public auction, the awarding of any bids will be tabled to allow the Municipality to participate in a public auction. Such public auction must be held within the timeframe for which the original bid prices are in effect.

The Municipality retains the right to reject the lowest or any bid.

## **6. METHODS AND PROCESSES OF PROCUREMENT**

The Municipality will use the following methods of procurement:

- **Sole Source Purchases** – Sole source purchases will be used in the following circumstances:
  - when there is only one available supplier of a required product or service that meets the needs of the Municipality;
  - during a state of local emergency where due to immediate need and time constraints normal procurement methods cannot be followed.
- **Requests for Quotation** – the Municipality may obtain quotations for provision of goods and services for which there are specific requirements in the following manner:
  - **by directly contacting known suppliers.** This method will be used for the procurement of minor goods and services such as standard office supplies, repairs, small tools, etc.

Where possible, written quotations will be obtained from 3 suppliers. Well documented verbal quotations will be accepted for routine minor purchases.

- **through a written Request for Quotations (RFQ)** – an RFQ for the procurement of goods and services will be used where the goods and services have specific and detailed requirements but are not considered to be “minor” and the cost of the good or service does not warrant the time and level of effort required for a formal tender process.

Suppliers will be invited to provide quotations for the sale of goods or services through a public advertisement (bid opportunities) in combination with directly contacting known suppliers.

- **Requests for Proposals (RFP)** – an RFP will be used to acquire professional services such as auditors, planning consultants, engineering consultants etc. regardless of the amount of the anticipated procurement.

Potential suppliers will be asked to describe how their services, methods, equipment of products can address and/or meet the needs of the Municipality.

An award of a contract will be given to the supplier whose proposal is determined to be the most advantageous to the Municipality based on criteria for evaluation set out in the RFP and applied to all proposals.

- **Formal Tenders** – the Municipality will formally tender for competitive bids for the procurement of capital projects.

Detailed specifications and requirements will be provided in tender documents. The evaluation of tenders will be against detailed specifications and requirements.

A Formal Tender is a formal, competitive sealed bidding process.

## **7. ADVERTISING BID OPPORTUNITIES**

All bid opportunities solicited through a Request for Quotations, Request for Proposals, or a Formal Tender will be posted on the municipal website and advertised at least once in a newspaper with general circulation or by digital advertising format.

All bid opportunities for the procurement of goods and services valued equal to or greater than \$75,000 and construction projects valued equal to or greater than \$200,000 will be advertised on Manitoba's electronic tendering system (MERX) (<http://www.merx.com/>)

## **8. AWARD OF CONTRACTS**

Quotations, proposals and tenders will be awarded using the evaluation process that is specified in the procurement documents.

The Municipality is not required to accept any bid if the Municipality decides not to proceed with the purchase.

The Municipality may enter into a contract with the successful bidder. The form of the contract will be determined by the Municipality.

## **9. DELEGATION OF APPROVALS**

Authority to approve procurements of a good or service is as follows:

- Up to \$5000.00 - Chief Administrative Officer or designate, as long as the low bid is accepted and the expenditure is identified in the Municipality's financial plan
- Over \$5000.00 or where the low bid is not accepted – Council
- All contracts for professional services – Council

## **10. PROCUREMENT ACCOUNTING AND MANAGEMENT**

### **Procurement Tracking System**

The **Administration** will prepare accounts payable listings that include the supplier name, the good(s) and/or service(s) provided and the amount payable to each supplier.

The accounts payable listing(s), supported by invoices that have been signed by the appropriate department head(s), are to be submitted to Council at the first regular meeting of Council each month for payment approval by resolution of Council.

The **Administration** will issue payment for all accounts payable authorized for payment by resolution of Council and to maintain adequate record of accounts payable listings, the corresponding invoices and cheque registry information.

## **11. PROCESS FOR SELLING SURPLUS CAPITAL ASSETS**

Surplus capital assets will be disposed of in the following manner:

- competitive bid process through a Request for Quotations; or
- public auction

Invitations to bid on capital assets offered for sale by the Municipality will be:

- posted on the Municipality's website for at least 14 days before the closing date of the invitation to bid; and
- published in a newspaper with general circulation or by digital advertising format.

Contracts for the sale of a capital asset to a bidder shall be awarded using the evaluation process that is specified in the invitation to bid. The Municipality is not required to accept a bid if Council decide not to proceed with the sale, for example, if all bids are too low. The highest or any bid will not necessarily be accepted.

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## Municipal Act Procedures Manual

<b>PART: 6 – FINANCIAL ADMINISTRATION</b>	
<b>Subject: 8 – Tendering and Procurement Policy</b>	
Page: 6.8.6	Date Issued: October 2012
New:	Amendment: February 2018

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A contract is awarded to the supplier whose proposal is determined to be the most advantageous to the municipality based on criteria for evaluation set out in the RFP and equitably applied to all proposals.

- **Formal Tenders –**

Formal Tenders solicit competitive bids. Tenders are used when detailed specifications are available that permit the evaluation of tenders against clearly stated criteria and specifications. A Formal Tender is a competitive process that typically involves sealed bids, bid deposits and performance bonds.

Formal Tenders may be used for any good or service but are typically used for capital construction projects (water and sewer facilities, new buildings, bridges, etc.). These are complex projects that require the supplier to meet detailed specifications and requirements.

Submissions are compared to the specifications and requirements contained in the tender documents. Typically, the award of a tender goes to the lowest total cost bid received from a supplier meeting the requirements of the tender.

Formal Tenders follow a formal tender process and are publicly advertised. The tender process is complex and detailed. Given this, the preparation of tender documents and guidance through the tender process would almost always involve the municipality's engineering or consulting firm, and the municipality's solicitor.

The Manitoba Water Services Board can provide technical support for the Formal Tender of water and sewer projects. Contact the Board for assistance if required.

- **Sole source purchases –**

Sole source purchases are generally used in the following circumstances:

- when there is only one supplier of a required good or service that meets the needs of the municipality (eg. a rental contract with a purchase option, where the purchase must be compatible with existing equipment, etc).
- during a disaster or emergency declared by a council or head of council under *The Emergency Measures Act*.

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## Municipal Act Procedures Manual

<b>PART: 6 – FINANCIAL ADMINISTRATION</b>	
<b>Subject: 8 – Tendering and Procurement Policy</b>	
Page: 6.8.5	Date Issued: October 2012
New:	Amendment: February 2018

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Quotations may be obtained in different ways:

- **by directly contacting known suppliers** – often used for the procurement of minor goods and services such as standard office supplies, repairs, small tools, etc.

Written quotations are always preferable but a verbal quotation is generally adequate for routine purchases such as regular office supplies, small tools, etc.

If verbal quotations are provided, care must be taken to keep accurate documents of the quotation, including who provided the quotation, the date the quotation was provided, the amount of the quotation, etc.

- **by preparing a written RFQ document** – an RFQ document would be used for the procurement of goods and services that have specific and detailed requirements, but are not considered to be “minor” (eg. gravel requirements), and the cost of the good or service does not warrant the time and level of effort required for a formal tender process (described below).

A public advertisement (bid opportunities) invites suppliers to provide quotations for the sale of goods or services.

Typically, the award of a Request for Quotation goes to the lowest total cost bid received from a supplier.

- **Request for Proposals (RFP)** –

This process involves preparation of a written RFP that outlines the specific needs of the municipality for a service.

RFPs are generally used in the procurement of professional services, such as auditors, planning consultants, engineering services, etc. Potential suppliers are invited to submit proposals that describe how their services, methods, equipment or products can meet specific needs of the municipality.

RFPs are publicly advertised.

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### Acceptable procurement criteria include:

Qualifications, experience (certain number of years in operation), type of services offered, past performance, proposed fees, blueprints, engineering, timing requirements, COR certification, performance bonds, warranty coverage etc.

In considering past performance as a criterion, well documented, relevant and reliable information on previously performed work is required to support a municipality's decision in accepting or rejecting a bid.

### Unacceptable procurement criteria include:

- Reprisal clauses: indicates that a supplier need not apply and will not be considered if they are now, or recently have been, in a legal dispute with the municipality (eg. no bid will be accepted from a supplier, including the supplier's subcontractors, that has a claim or has instituted a legal proceeding against the municipality).
- Local preference clauses: indicates that a supplier must be located in a certain geographical area or must have performed previous work in the municipality (eg. supplier must be within 100 km of the municipality; experience working with local organizations and community organizations; knowledge of and experience with local conditions).

### **Processes for Soliciting Procurements**

There are numerous procurement processes. The process used will be dependent on the nature, value and complexity of the purchase. For example, the process used to purchase a new set of tires for the grader will be much different than the procurement process used for the design and construction of a large infrastructure project.

Procurement processes include:

- **Request for Quotations (RFQ) –**  
This process is typically used for the purchase of goods and services (except professional services). Generally accepted business practice is to obtain quotations from at least 3 suppliers.

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### **(3) Content of the Tendering and Procurement Policy**

The tendering and procurement policy should provide clear direction to council, administration and citizens on the process the municipality follows to acquire goods and services and for construction projects. Council determines the content of the policy, taking into consideration what will fairly and reasonably meet the needs of the municipality.

The policy should be easy to understand and include direction on each of the following:

- criteria for soliciting procurements – the procurement methods and processes that will be used by the municipality. The policy should also recognize situations where a required good or service is only available from one supplier (sole source supplier)
- forms of contracts and determination of when they are to be used
- process for awarding contracts, such as evaluation of bids, delegations of authority etc.

The policy should also include accounting processes to ensure procurements are tracked and reported on.

Comprehensive tendering and procurement policies generally also include the process that the municipality will use to dispose of surplus capital assets.

A sample municipal tendering and procurement policy is included as Appendix 1.

### **(4) Soliciting Procurements – Criteria and Processes**

#### **Criteria for Soliciting Procurements:**

Various criteria may be included in procurement documents. The criteria used depends on the type and value of the purchase and/or project.

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The CFTA and NWPTA are available through the following web links:

Canadian Free Trade Agreement: <https://www.cfta-alec.ca/wp-content/uploads/2017/06/CFTA-Consolidated-Text-Final-Print-Text-English.pdf>

New West Partnership Trade Agreement:

[http://www.newwestpartnershiptrade.ca/pdf/NewWest\\_Partnership\\_Trade\\_Agreement\\_2016.pdf](http://www.newwestpartnershiptrade.ca/pdf/NewWest_Partnership_Trade_Agreement_2016.pdf)

Refer to the table on Page 6.8.7 for procurement thresholds and notice requirements under these agreements.

## **(2) Application of the Tendering and Procurement Policy**

The tendering and procurement policy will establish the procurement criteria and the process that the municipality will use for the various types of purchases it will make.

The municipal tendering and procurement policy applies to the municipality's acquisition, by purchase, lease, rental or other agreement, of goods and services, including construction projects.

Goods include all types of personal property (machinery, culverts, gravel, office supplies, land, computer hardware etc.), and services include, but are not limited to:

- construction projects (eg. municipal buildings, water and sewer facilities, bridges and other major road works).
- consulting
- engineering and design
- accounting and auditing services
- legal services
- maintenance, operation and repair of buildings, machines or equipment

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### 6.8 Municipal Tendering and Procurement Policy

#### (1) Legal Requirements

Municipalities and citizens want assurance that municipalities are getting the best value for money when they acquire goods and services. Citizens also expect that goods and services are acquired through fair, open and transparent procurement processes.

Subsection 251.1 of *The Municipal Act* requires municipalities to adopt a municipal tendering and procurement policy. The policy may be adopted by resolution or by-law. The policy guides the process that municipalities will follow to acquire goods and services and helps to assure citizens that the municipality is getting the best value for money. Having a policy in place will help to ensure equity, fairness and appropriate use of municipal resources.

Municipalities have discretion over the content of their tendering and procurement policy. However, the legislation sets out matters that the municipality's tendering and procurement policy should address. This includes:

- criteria for soliciting procurements by public tenders or other forms of competitive bids;
- forms of contracts and determination of when they are to be used; and
- the process for awarding contracts of procurement.

Municipalities are also required to comply with the tendering and procurement rules established in the new Canadian Free Trade Agreement (CFTA) and New West Partnership Trade Agreement (NWPTA).

The CFTA is an agreement between the federal, provincial and territorial governments of Canada to promote open, efficient and stable domestic market free of barriers in the movement of person, goods, services and investment in Canada. The CFTA replaces the Agreement on Internal Trade (AIT) that set out the MASH Annex requirements.

The NWPTA builds upon the goals of the CFTA and further breaks down trade barriers between British Columbia, Alberta, Saskatchewan and Manitoba. Municipalities must ensure that the obligations under both Agreements are met.

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## **(5) Advertising Bid Opportunities**

Once the criteria and process for the procurement is determined, it is important to let potential suppliers know about bid opportunities. The municipality's tendering and procurement policy should establish when and how the municipality advertises bid opportunities offered through Requests for Quotations, Requests for Proposals and Formal Tenders.

The advertising method should take into account the type of procurement. At a minimum, bid opportunities should be posted on the municipality's website and advertised in the local newspaper.

In addition, municipalities must follow the procurement thresholds and public notice requirements established under both the Canadian Free Trade Agreement and New West Partnership Trade Agreement:

### **Procurement Thresholds and Notice Requirements under Domestic Free Trade Agreements**

	<b>Canadian Free Trade Agreement (CFTA) Article 504 - 3.(b)</b>	<b>New West Partnership Trade Agreement (NWPTA) Article 14 (c)</b>
<b>Municipal Procurement Thresholds</b>	Goods or Services - \$100,000 Construction - \$250,000	Goods or Services - \$75,000 Construction - \$200,000
<b>Effective Date</b>	July 1, 2017	January 1, 2019*
<b>Public Notice</b>	Electronic Tendering System (MERX, Condata etc)	Electronic Tendering System (MERX, Condata etc)

\*Effective January 1, 2019, municipalities must meet the lower procurement thresholds under the NWPTA.

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The value of the goods and services and construction is the total financial commitment resulting from the procurement, including any premiums, fees, commissions, interest, duty, freight and applicable taxes.

*NOTE: Municipalities may advertise on an electronic tendering system or another system even if the value of the goods and services and construction is of a lesser value.*

## **(6) Forms of Contracts**

Municipalities can establish forms of contracts and decide when they will be used.

Many municipalities have a standard contract that they use for regularly occurring services that they purchase (eg. annual snow clearing contracts, etc.). Using standard contracts ensures the expectations of the municipality are clearly articulated (eg. the good or service to be received, timeframes for delivery) and suppliers are treated consistently (eg. payment schedules, hold backs etc.).

Standard contracts will likely not be appropriate for complex procurements, such as large construction projects that occur in phases or over multiple years. The municipality's solicitor is typically involved in developing contracts.

If municipalities have any questions about forms of contracts, they are encouraged to contact their municipal solicitor.

## **(7) Awarding Contracts**

### **Process**

Quotations, proposals and tenders will be awarded using the evaluation process that is specified in the procurement documents. Approval processes may vary, depending on the type of procurement. Generally, the municipality will award contracts as follows:

- the lowest total cost bid, in the case of Request for Quotations received from a supplier for a good or service

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- whether the proposal has met established evaluation criteria, in the case of proposals submitted to the municipality in response to a Request for Proposal
- the lowest total cost bid received from a supplier meeting the specifications and requirements of the Formal Tender

It is an unacceptable practice to reject any bid, proposal or tender from a supplier solely on the basis that the supplier has initiated legal proceedings against the municipality or if the supplier has a history of unsatisfactory past performance. However, municipalities have the authority and responsibility to seek legal counsel on the risks and legal implications associated with awarding or rejecting a bid, proposal or tender from a supplier on those bases.

Under the CFTA and the NWTPA municipalities are prohibited from giving preference to a local supplier.

The municipality is not required to accept a bid if council decides not to proceed with the purchase, for example, if all bids are too high or if none meet the municipality's specifications / needs.

### **Delegation of Approvals**

The policy may provide for different levels of approval (eg. designated officer, CAO, Council), for certain values and types of procurements, in order to maximize efficiencies of day-to-day operations of the municipality. Considerations in determining the level of approval required may include:

- the total value of the procurement. Council approval is generally recommended for high value procurements such as capital construction obtained through formal Invitations to Tender.
- whether the procurement is routine or non-routine. Routine purchases, necessary for normal municipal operations and that are included in the municipality's financial plan will likely require a lower level of approval than non-routine purchases (eg. construction of facilities).

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- whether the procurement could result in the disruption or significant change to existing services or programs that impact the public. Council approval in these instances is generally recommended.
- whether the low bid is the accepted bid. In some instances, the low bid may not be the bid that best meets the municipality’s needs (eg. if a municipality receives one bid that is substantially lower, the municipality has the right to contact that bidder to ensure all requirements have been met, keeping in mind that all bids are final and cannot be adjusted. If all requirements have not been met, the municipality has justification to award the contract to the second lowest bid). Council approval is recommended where the low bid is not accepted.
- the nature of the procurement. Council approval is recommended for the award of professional contracts (eg. auditor, planning consultants, etc), as these typically involve evaluation and selection of an approach to a particular municipal matter.

## **(8) Procurement Accounting and Management**

The tendering and procurement policy should also establish internal controls to ensure all procurements can be easily tracked, verified and reported to council.

### **Procurement Tracking System**

Establishing a workable, user-friendly procurement tracking system is essential. An effective procurement tracking system ensures that the municipality can account for all purchases made.

Some municipalities require purchase orders for all procurements or for procurements over a certain dollar value. Alternatively, the tracking system may be as basic as the monthly list of accounts payable with supporting invoices that have been verified/signed by the appropriate designated officer(s), and submitted to council for final approval and payment.

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## Procurement Reporting Systems

The tendering and procurement policy should include a requirement for administration to provide Council with financial reports that highlight the procurements made under delegated authorities, including who approved the procurement and the value of the procurement, etc. Monthly reports are recommended.

It is also important for council to be apprised of the status of ongoing capital projects. The policy should include direction for administration to provide council with regular progress reports on major construction projects. Council should always be kept apprised of all cost overruns.

### **(9) Process for Selling Surplus Capital Assets**

Citizens expect a fair and open process when the municipality sells a capital asset (eg. land, vehicles, used equipment, etc.). Having a public process in place for the sale of capital assets ensures the municipality is getting a fair price for the asset and enhances citizen confidence by requiring an open and transparent sale process.

The municipality's tendering and procurement policy should establish the process that the municipality will follow to sell surplus capital assets. At a minimum, the policy should require the municipality to dispose of surplus capital assets through a publicly advertised competitive bid process (eg. Request for Quotation, public auction).

Municipalities may also consider whether there should be exceptions to the process for selling surplus capital assets, for example:

- where the surplus asset is a land-locked parcel. A land locked parcel could be first offered for sale to the adjacent property owner(s) rather than offering it for sale to the general public.
- where the asset may be disposed by way of trade-in rather than offering it for sale and where the values of the assets are similar
- where the surplus asset is given at no cost to a school board, non-profit corporation or association, etc.

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Council approval should be required where there is an exception to the policy.

### **(10) Communicating the Tendering and Procurement Policy**

The municipality's tendering and procurement policy is a public document and should be readily accessible by potential suppliers and citizens. Posting the policy on the municipality's website ensures that potential suppliers and citizens are informed of the municipality's tendering and procurement practices and processes.

### **(11) Reviewing the Tendering and Procurement Policy**

Council should review the municipality's tendering and procurement policy on a regular basis to ensure that it continues to meet the needs of the municipality.

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## APPENDIX 1 – Sample Municipal Tendering and Procurement Policy

(NAME OF MUNICIPALITY)  
MUNICIPAL TENDERING AND PROCUREMENT POLICY

### 1. PRINCIPLES

The following principles will guide the procurement practices of the municipality and the process for the sale of municipal capital assets.

- An open, fair and consistent process for the procurement of all goods, services and construction projects that will ensure the best value for dollar spent.
- Procurement processes that encourage competitive bidding for the supply of all goods and services.
- An open, fair and consistent process for the sale of surplus capital assets that will ensure the best value for capital assets sold.
- Accountability of the municipality for the procurement of goods and services and the disposal of surplus capital assets.

### 2. PREAMBLE

The purpose of this policy is to establish guidelines for the purchase of goods and services and for construction projects undertaken by the municipality and guidelines for the sale of municipal capital assets.

### 3. DEFINITIONS

**Bid** means a competitive bid received from a supplier in response to a verbal or written Request for Quotation, a Request for Proposal or an Invitation to Tender.

**Bid Opportunity** means a publicly advertised invitation for suppliers to submit bids for the provision of goods or services through a Request for Quotation, a Request for Proposal or an Invitation to Tender.

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**Goods** mean all types of personal property (machinery, gravel, office supplies, computer hardware, land, etc.).

**Services** mean all types of services, including construction (consulting, engineering and design, accounting and auditing services, legal services, maintenance, operation and repair of buildings, machines or equipment, etc).

## 4. SCOPE

The policy applies to the procurement of goods and services by purchase, lease, rental or other agreement by the municipality and the disposal of surplus capital assets by the Municipality.

## 5. PROCUREMENT GUIDELINES

The value of the goods and services and construction is the total financial commitment resulting from the procurement, including any premiums, fees, commissions, interest, duty, freight and applicable taxes.

The following guidelines will be followed for the purchase of goods and services, except during a disaster or emergency declared by a council or head of council under *The Emergency Measures Act*.

- **Up to [\$ amount]** – For the acquisition of goods and services with a value of up to [\$ amount] at least 3 quotations will be required. These quotations shall be written except in cases of minor purchases or standardized supplies where a verbal quotation will be considered acceptable. Funds are to be clearly identified in the municipality's financial plan.
- **More than [\$ amount] and less than [\$ amount]** – For the acquisition of goods and services with a value of more than [\$ amount] and less than [\$ amount], at least 3 written quotations will be required.
- **More than [\$ amount]** – For the acquisition of goods and services of more than [\$ amount], the municipality will provide a bid opportunity, using a procurement method identified in Section 6 of this policy.

Bid opportunities will be posted on the municipality's website and advertised in [local newspaper].

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The bid opportunity will also be posted on MERX or another electronic tendering system in accordance with the Canadian Free Trade Agreement (CFTA) Article 504 3.(b).

Effective January 1, 2019 the bid opportunity will be posted on MERX or another electronic tendering system based on the new thresholds established in the New West Partnership Trade Agreement (NWPTA) Article 14(c).

The municipality is not required to accept a bid if council decides not to proceed with the purchase, if all bids are too high, or if none meet the needs of the municipality.

### 6. PROCUREMENT PROCESSES

The municipality will use the following procurement processes:

- **Requests for Quotation** – the municipality may obtain quotations for provision of goods and services for which there are specific requirements in the following manner:
  - **by directly contacting known suppliers.** This process will be used for the procurement of minor goods and services such as standard office supplies, repairs, small tools, etc.

Where possible, written quotations will be obtained from 3 suppliers. Verbal quotations will be accepted for routine minor purchases.

The municipality will contact only local suppliers if it is determined that sufficient competition exists.

- **through a written Request for Quotations (RFQ)** – an RFQ for the procurement of goods and services will be used where the goods and services have specific and detailed requirements, but are not considered to be “minor” and the cost of the good or service does not warrant the time and level of effort required for a formal tender process.

A public advertisement (bid opportunities) invites suppliers to provide quotations for the sale of goods or services.

The award of a Request for Quotation will typically go to the lowest total cost bid received from a

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- **Requests for Proposals (RFP)** – an RFP will be used to acquire professional services such as auditors, planning consultants, engineering consultants etc. regardless of the amount of the anticipated procurement.

Potential suppliers will be asked to describe how their services, methods, equipment of products can address and / or meet the needs of the municipality.

An award of a contract will be given to the supplier whose proposal is determined to be the most advantageous to the municipality based on criteria for evaluation set out in the RFP and applied to all proposals.

- **Formal Tenders** – the municipality will formally tender for competitive bids for the procurement of capital projects.

Detailed specifications and requirements will be provided in tender documents. The evaluation of tenders will be against detailed specifications and requirements.

A Formal Tender is a formal, competitive sealed bidding process.

Typically, the award of a tender goes to the lowest total cost bid received from a supplier meeting the specifications and requirements of the tender.

- **Sole Source Purchases** – Sole source purchases will be used in the following circumstances:
  - when there is only one available supplier of a required product or service that meets the needs of the Municipality.
  - during a disaster or emergency declared by a council or head of council under *The Emergency Measures Act*.

## 7. ADVERTISING BID OPPORTUNITIES

All bid opportunities solicited through a Request for Quotations, Request for Proposals, or a Formal Tender will be posted on the municipal website and advertised at least once in the [name of newspaper].

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All bid opportunities for the procurement of goods and services valued equal to or greater than \$100,000 and construction projects valued equal to or greater than \$250,000 will be advertised on an electronic tendering system (MERX) (<http://www.merx.com/>) and/or another system which is low cost, easy to use and readily accessible across Canada.

Effective January 1, 2019 in accordance with the NWPTA all bid opportunities for the procurement of goods and services valued equal to or greater than \$75,000 and construction projects valued equal to or greater than \$200,000 will be advertised on an electronic tendering system (eg. MERX).

## **8. AWARD OF CONTRACTS**

Quotations, proposals and tenders will be awarded using the evaluation process that is specified in the procurement documents. Generally, the municipality will award contracts as follows:

- the lowest total cost bid, in the case of Request for Quotations received from a supplier for a good or service
- whether the proposal has met established evaluation criteria, in the case of proposals submitted to the municipality in response to a Request for Proposal
- the lowest total cost bid received from a supplier meeting the specifications and requirements of the Formal Tender

The Municipality is not required to accept any bid if the Municipality decides not to proceed with the purchase.

The Municipality may enter into a contract with the successful bidder. The form of the contract will be determined by the Municipality.

## **9. DELEGATION OF APPROVALS**

[Note: each municipality will need to determine the types and levels delegations based on their own internal organizational structure, local circumstances, nature of the procurement etc. The following types of authorities are provided as examples only.]

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Authority to approve procurements of a good or service is as follows:

- Less than [\$ amount] – designated officer, as long as the expenditure is identified in the municipality’s financial plan
- Up to [\$ amount] - Chief Administrative Officer, as long as the low bid is accepted and the expenditure is identified in the municipality’s financial plan
- Over [\$ amount] or where the low bid is not accepted – Council
- All contracts for professional services – Council

## **10. PROCUREMENT ACCOUNTING AND MANAGEMENT**

### **Procurement Tracking System**

The Chief Administrative Officer (CAO) will prepare accounts payable listings that include the supplier name, the good(s) and/or service(s) provided and the amount payable to each supplier.

At the commencement of the project, the CAO and the supplier will review the Scope of Work to establish requirements, responsibilities, schedules, contract terms etc. to ensure complete and full understanding of the terms.

The accounts payable listing(s), supported by invoices that have been signed by the appropriate department head(s), are to be submitted to Council at the first regular meeting of Council each month for payment approval by resolution of Council.

The CAO will issue payment for all accounts payable authorized for payment by resolution of Council and to maintain adequate record of accounts payable listings, the corresponding invoices and cheque registry information.

### **Procurement Reporting System**

The CAO will provide Council with a monthly report on contracts awarded under this policy.

The CAO will provide Council with a monthly progress report for each capital construction project that is underway. A progress report will be provided each month, beginning with the starting month of the project until the completion of the project when all invoices relating to the project have been paid.

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### 11. PROCESS FOR SELLING SURPLUS CAPITAL ASSETS:

Surplus capital assets will be disposed of in the following manner:

- competitive bid process through a Request for Quotations
- public auction

Invitations to bid on capital assets offered for sale by the municipality will be:

- posted on the municipality's website for at least [number of days] before the closing date of the invitation to bid.
- published in at least one edition of the [name of newspaper].

Contracts for the sale of a capital asset to a bidder shall be awarded using the evaluation process that is specified in the invitation to bid. The municipality is not required to accept a bid if Council decide not to proceed with the sale, for example, if all bids are too low. The highest or any bid will not necessarily be accepted.

The CAO may, with the approval of council, award surplus capital assets without competition or auction to any municipality in limited circumstances, as determined and approved by Council.

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**RFNow Inc Proposed Customer Additions - Oakland-Wawanesa Z3-26-26031, 26750**

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**From** Kayla Gilliard <kaylagilliard@rfnow.net>  
**Date** Wed 2026-04-08 10:46 AM  
**To** Joni Swidnicki <cao@oakland-wawanesa.ca>  
**Cc** Terilisa Dousselaere <terilisadousselaere@rfnow.net>

 2 attachments (3 MB)

RFN-Oakland-Wawanesa-Z3-26-26031.pdf; RFN-Oakland-Wawanesa-Z3-26-26750.pdf;

Good Morning,

Please see the attached maps for the proposed routes to customers in the RM of Oakland-Wawanesa:

- - Alan Thiessen 26031 39046 Rd100W
- - Galen Toews 26750 NW 8-7-19 W1

Please confirm if these plans can be approved.

Thank you,

**Kayla Gilliard** | Civil Administrator | [RFNOW Inc.](#)  
PO Box 448, 297 Nelson Street, Virden, MB R0M 2C0  
Email: [kaylagilliard@rfnow.net](mailto:kaylagilliard@rfnow.net)  
Connect on: [Twitter](#) | [Facebook](#)



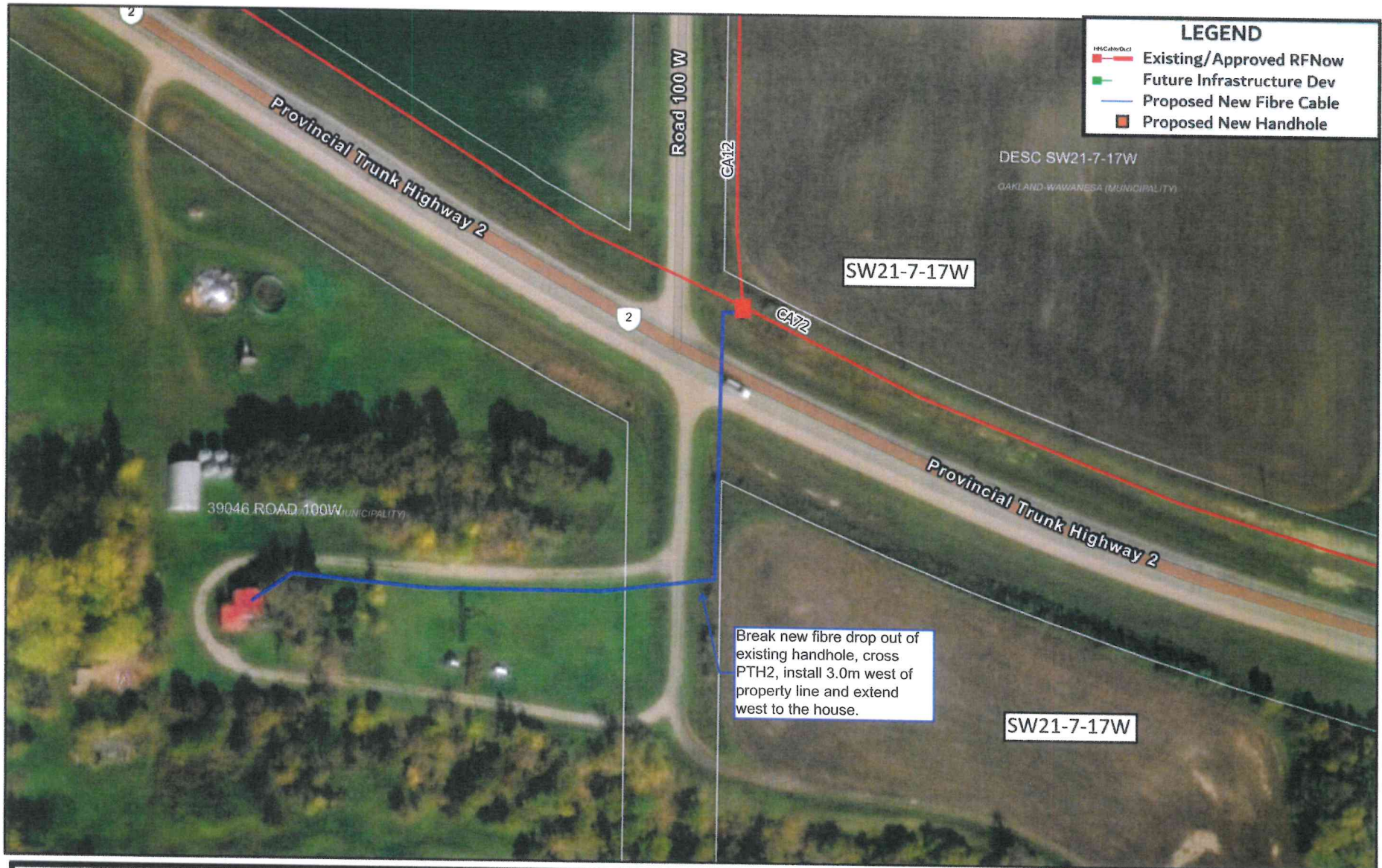
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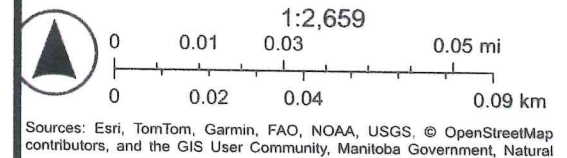
*No concerns but  
must follow provincial  
regulations crossing  
Hwy 2*

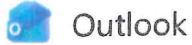
*Cheba Long*

# RFNow Inc - Proposed Service - Z3-26-26031



Offset of fibre distribution and handhole vaults are 3m (unless otherwise specified) from adjacent property line within ROW.  
 Handhole vaults are 2ft by 3ft and are flush with ground level.  
 Cable to be installed at a depth of 1m along ROW, 1.5m under road crossings, 2m under all wetlands and 3m under water runs.  
 Where the fibre optic cable crosses provincial roads, municipal roads and turning lanes, RFNOW Inc. shall install the cable by means of directional bore.  
 Conduit (38mm) installed with trenchless method.  
 Distribution fibre installed with direct buried method.  
 1m separation vertical or horizontal around existing underground utilities.  
 Marker posts 5 per km or at each handhole vault.  
 Location of proposed path is approximate and not a perfect scale on PDF drawings.





---

## RFNow Inc Proposed Customer Additions - Oakland-Wawanesa Z3-26-26031, 26750

---

**From** Kayla Gilliard <kaylagilliard@rfnow.net>  
**Date** Wed 2026-04-08 10:46 AM  
**To** Joni Swidnicki <cao@oakland-wawanesa.ca>  
**Cc** Terilisa Dousselaere <terilisadousselaere@rfnow.net>

2 attachments (3 MB)

RFN-Oakland-Wawanesa-Z3-26-26031.pdf; RFN-Oakland-Wawanesa-Z3-26-26750.pdf;

Good Morning,

Please see the attached maps for the proposed routes to customers in the RM of Oakland-Wawanesa:

- - Alan Thiessen 26031 39046 Rd100W
- - Galen Toews 26750 NW 8-7-19 W1

Please confirm if these plans can be approved.

Thank you,

**Kayla Gilliard** | Civil Administrator | [RFNOW Inc.](#)  
PO Box 448, 297 Nelson Street, Virden, MB R0M 2C0  
Email: [kaylagilliard@rfnow.net](mailto:kaylagilliard@rfnow.net)  
Connect on: [Twitter](#) | [Facebook](#)



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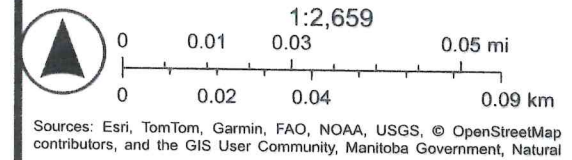
*No concerns*

*Cheba Long*

# RFNow Inc - Proposed Service - Z3-26-26750



Offset of fibre distribution and handhole vaults are 3m (unless otherwise specified) from adjacent property line within ROW.  
 Handhole vaults are 2ft by 3ft and are flush with ground level.  
 Cable to be installed at a depth of 1m along ROW, 1.5m under road crossings, 2m under all wetlands and 3m under water runs.  
 Where the fibre optic cable crosses provincial roads, municipal roads and turning lanes, RFNOW Inc. shall install the cable by means of directional bore.  
 Conduit (38mm) installed with trenchless method.  
 Distribution fibre installed with direct buried method.  
 1m separation vertical or horizontal around existing underground utilities.  
 Marker posts 5 per km or at each handhole vault.  
 Location of proposed path is approximate and not a perfect scale on PDF drawings.




---

**RFNOW Inc - Proposed Path - Z3-26-26633**

---

**From** Jill Gaudet <jillgaudet@rfnow.net>  
**Date** Thu 2026-04-02 11:57 AM  
**To** Joni Swidnicki <cao@oakland-wawanesa.ca>  
**Cc** Jennifer Cochrane <jennifercochrane@rfnow.net>

 1 attachment (2 MB)  
RFNow Inc. Oakland-Wawanesa - Z3-26-26633.pdf;

Good morning

Please see the attached map outlining a proposed path to service customer at 103036 Road 47N, south of Brandon.

Can you please let me know if this path can be approved?

Thank you!

**Jill Gaudet** | Civil Administrator | [RFNOW Inc.](#)  
P.O. Box 448, 297 Nelson Street, Virden, MB R0M 2C0  
Phone: (306) 551-6232  
Email: [jillgaudet@rfnow.net](mailto:jillgaudet@rfnow.net)  
Connect on: [Twitter](#) | [Facebook](#)



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No concerns  
Chelsea Long

# RFNow Inc. Proposed Path - Z3-26-26633



Offset of Fibre distribution and Handhole Vaults are 3m (unless otherwise specified) from adjacent property line within ROW

Hand hole Vaults are 2 ft by 3ft and are flush with ground level.

Cable to be installed at a depth of 1m along ROW, 1.5m under road crossings and 2m under all wetlands and 3m under water runs.

Where the fibre optic cable crosses provincial roads, municipal roads, turning lanes, RFNOW Inc. shall install the cable by means of directional bore;

Conduit (38mm) installed with trenchless method

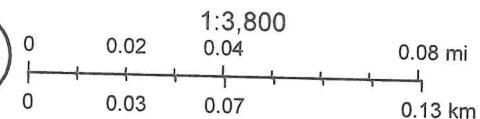
Distribution fiber direct buried method

1m separation vertical or horizontal around existing underground utilities.

Marker posts 5 per km or at each Handhole vault

Location of proposed path is approximate and not a perfect scale on PDF drawings

— Proposed Path  
— Existing Path



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Manitoba Government, Vantor



April 8, 2026

VIA EMAIL: [pw@oakland-wawanesa.ca](mailto:pw@oakland-wawanesa.ca)

File Number: 2026-099

Broker File Number: 26.100374

RM OF OAKLAND -WAWANESA  
106 4TH STREET  
BOX 278  
WAWANESA, MB R0K 2G0

ATTENTION: SURFACE LAND DEPARTMENT

RE: ENBRIDGE PIPELINES INC.  
MP 666.66 BOREHOLE DRILLING PROJECT  
TEMPORARY EQUIPMENT CROSSING, TEMPORARY ACCESS, TEMPORARY WORKSPACE

On behalf of our client, ENBRIDGE PIPELINES INC., we hereby request your consent for our proposed MP 666.66 BOREHOLE DRILLING PROJECT, as identified on the attached request schedule, scope and plan(s).

Kindly note the following:

- ENBRIDGE PIPELINES INC. operates under the jurisdiction of the Canadian Energy Regulator (CER).
- Work of the proposed MP 666.66 BOREHOLE DRILLING PROJECT is scheduled to commence June 1, 2026 and projected to be completed on June 1, 2027. Therefore, it would be greatly appreciated if you would issue your agreement(s) to cover the entire term to avoid agreement expirations and the need for additional paperwork.
- Please ensure clauses defining mirror liability and indemnity for both Grantor and Grantee are contained within the agreement.
- See attached request schedule for full scope of work detail.
- Equipment is attached for your reference.
- The Enbridge Field Representative is:

Brendon Vanthuyne  
Phone: 306-550-5209  
Email: [Brendon.Vanthuyne@enbridge.com](mailto:Brendon.Vanthuyne@enbridge.com)

If you have no objections to this request, kindly issue your agreement(s)/consent(s) in the name of:

ENBRIDGE PIPELINES INC.  
330, 10180 -101 Street  
Edmonton AB T5J 3S4

Attention: Cheryl Moffett  
Phone: 587-955-2904  
Email: [CrossingsTakes@enbridge.com](mailto:CrossingsTakes@enbridge.com)

Please forward your agreement(s)/consent(s) to the undersigned at your earliest convenience. Should you require any additional information to expedite this agreement, please do not hesitate to contact the undersigned.

Sincerely,

AiM Land Services Ltd.  
ENBRIDGE PIPELINES INC.

Keira Dennis  
Land Administrator  
Enclosure(s)

No issues or  
concerns  
Chelsea Long

REQUEST SCHEDULE

---

ENBRIDGE PIPELINES INC.  
MP 666.66 BOREHOLE DRILLING PROJECT

RM OF OAKLAND -WAWANESA

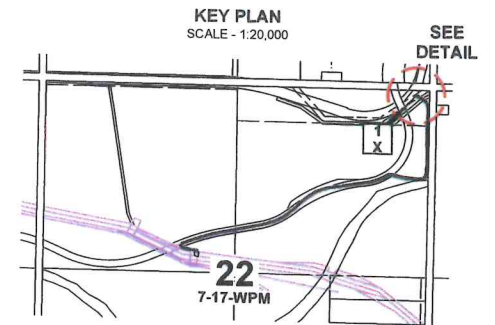
Crossing ID #	Legal Description	Disposition #	Application Type	Drawing #
AP-01	NW 22-7-17 WPM	Paved Road PR No 344 Utilize Existing Approach within NE 22-7-17 WPM	Temporary Equipment Crossing Temporary Access Temporary Workspace	EM-0007-24-J1-XNG-1

Scope of work: Drilling 3 boreholes

**PLAN SHOWING:**



**CROSSING**  
**RM OF OAKLAND-WAWANESA**  
**PAVED ROAD No 344**  
 NE 1/4 Sec 22, Twp 7, Rge 17, WPM



**APPROVAL:**

RM of Oakland-Wawanesa Conditions ? Yes  No

(Please Note any Special Conditions on Reverse.)

Administrator \_\_\_\_\_

**TYPICAL DETAIL: (NOT TO SCALE)**



**NOTES:**

- Scope of Work - Install Boreholes
1. Not intended for pipeline construction purposes.
  2. Locations of all buried facilities and crossings are approximate.
  3. Temporary work space includes access, parking & laydown.



**LEGEND:**

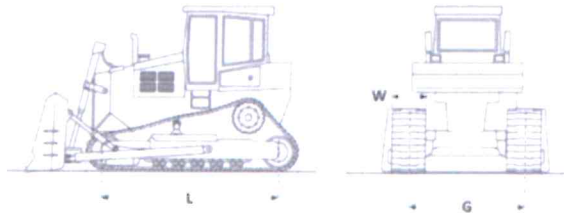
Temporary Access:		Buried Cable:		Borehole:	
Temporary Work Space:		Buried Electrical Cable:		Valve:	
Buried Pipe:		Electrical Panel:		5m Buffer:	
P/L R/W Boundary:				30m Buffer:	
Fence Line:					

**MIDWEST**  
 Midwest Surveys (Manitoba Land Surveying) Inc.  
 130 King Street Estevan, Saskatchewan  
 306-634-2635  
 www.midwest.ca

No.	DATE	REVISION / ISSUED	JOB No.	PAGE 1 OF 1
0	JUL 9, 2024	PLAN ISSUED	EM-0007-24	<b>1</b>
1	APR 1, 2026	PLAN REVISED	EM-0007-24	
P.O. No.: PUR-2664-2017822		REVISION		
Proj. No.: 40002098		SURVEYED BY: EM	CALCD BY: KD	DRAWN BY: CU / MS

# Vehicle Equipment Form

## Tracked Vehicles



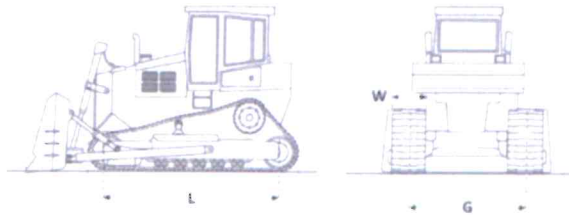
Manufacturer:		Geoprobe		Model:		6610DT	
Equipment description:		Track Drill Rig					
Fully loaded gross vehicle weight:		6000				<input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs	
	Track Shoe Width (see W in figure):		Track Length on Ground (see L in figure):		Track Gauge on Center (see G in figure):		
Track	8 <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.		78 <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.		40 in		<input type="checkbox"/> m <input type="checkbox"/> ft

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# Vehicle Equipment Form

## Tracked Vehicles



Manufacturer:		Geoprobe		Model:		7822DT	
Equipment description:		Track Drill Rig					
Fully loaded gross vehicle weight:		8000				<input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs	
	Track Shoe Width (see W in figure):		Track Length on Ground (see L in figure):		Track Gauge on Center (see G in figure):		
Track	12	<input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	84	<input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	4	<input type="checkbox"/> m <input checked="" type="checkbox"/> ft	

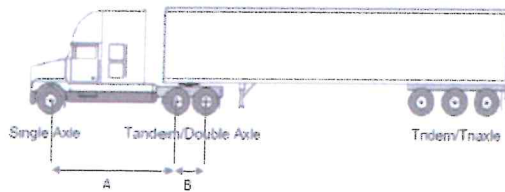
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# Vehicle Equipment Form

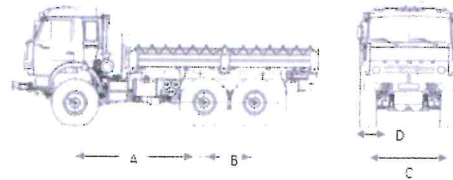
## Wheeled Vehicles

### Road Legal Requirements



Complete the following table for the heaviest axle load per grouping that is road legal.

### Non-Road Legal Requirements



Complete the following table for each vehicle that is not road legal.

Manufacturer:		Freightliner			Model:		M2			
Equipment description:		Tilt Deck Trailer								
Fully loaded gross vehicle weight:		33000					<input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs			
Axle Grouping	Max. Loaded Weight PER Axle	Number of Tires PER Axle	Individual Tire Width (see D above)		Tire Pressure	Distance between Tire Set Centerlines (see C above)		Centerline Distance to Previous Axle (see A and B above)		
Steering	12000 <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs	2	280	<input checked="" type="checkbox"/> mm <input type="checkbox"/> in.	120	80	<input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	n/a	<input type="checkbox"/> mm <input type="checkbox"/> in.	
2nd	21000 <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs	4	280	<input checked="" type="checkbox"/> mm <input type="checkbox"/> in.	105	80	<input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	240	<input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	
3rd	<input type="checkbox"/> kg <input type="checkbox"/> lbs			<input type="checkbox"/> mm <input type="checkbox"/> in.			<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.	
4th	<input type="checkbox"/> kg <input type="checkbox"/> lbs			<input type="checkbox"/> mm <input type="checkbox"/> in.			<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.	
5th	<input type="checkbox"/> kg <input type="checkbox"/> lbs			<input type="checkbox"/> mm <input type="checkbox"/> in.			<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.	
6th	<input type="checkbox"/> kg <input type="checkbox"/> lbs			<input type="checkbox"/> mm <input type="checkbox"/> in.			<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.	
7th	<input type="checkbox"/> kg <input type="checkbox"/> lbs			<input type="checkbox"/> mm <input type="checkbox"/> in.			<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.	
Total Axle Weight										

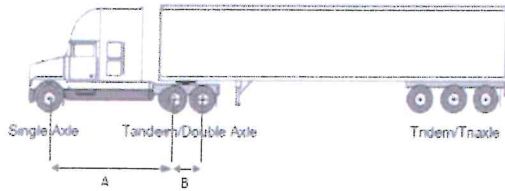
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# Vehicle Equipment Form

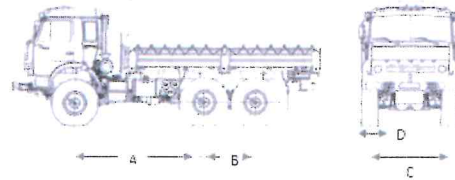
## Wheeled Vehicles

### Road Legal Requirements



Complete the following table for the heaviest axle load per grouping that is road legal.

### Non-Road Legal Requirements



Complete the following table for each vehicle that is not road legal.

Manufacturer:		Freightliner			Model:		M2			
Equipment description:		Flat Deck Trailer								
Fully loaded gross vehicle weight:		52000					<input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs			
Axle Grouping	Max. Loaded Weight PER Axle	Number of Tires PER Axle	Individual Tire Width (see D above)	Tire Pressure	Distance between Tire Set Centerlines (see C above)	Centerline Distance to Previous Axle (see A and B above)				
Steering	12000 <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs	2	279 <input checked="" type="checkbox"/> mm <input type="checkbox"/> in.	120	80 <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	n/a	<input type="checkbox"/> mm <input type="checkbox"/> in.			
2nd	20000 <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs	4	279 <input checked="" type="checkbox"/> mm <input type="checkbox"/> in.	120	80 <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	238	<input type="checkbox"/> mm <input checked="" type="checkbox"/> in.			
3rd	20000 <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs	4	279 <input checked="" type="checkbox"/> mm <input type="checkbox"/> in.	120	80 <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	51	<input type="checkbox"/> mm <input checked="" type="checkbox"/> in.			
4th	<input type="checkbox"/> kg <input type="checkbox"/> lbs		<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.			
5th	<input type="checkbox"/> kg <input type="checkbox"/> lbs		<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.			
6th	<input type="checkbox"/> kg <input type="checkbox"/> lbs		<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.			
7th	<input type="checkbox"/> kg <input type="checkbox"/> lbs		<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.			
Total Axle Weight										

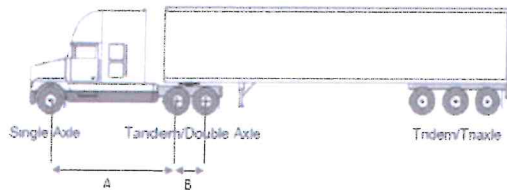
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# Vehicle Equipment Form

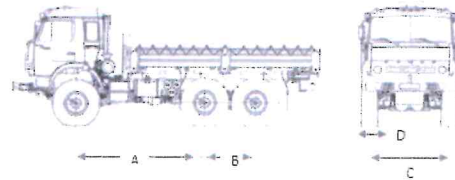
## Wheeled Vehicles

### Road Legal Requirements



Complete the following table for the heaviest axle load per grouping that is road legal.

### Non-Road Legal Requirements



Complete the following table for each vehicle that is not road legal.

Manufacturer:		<b>Dodge/Load Trailer</b>			Model:		<b>Ram 2500/Flat Deck Trailer</b>			
Equipment description:		<b>Pick up truck and Trailer</b>								
Fully loaded gross vehicle weight:		<b>18700</b>					<input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs			
Axle Grouping	Max. Loaded Weight PER Axle	Number of Tires PER Axle	Individual Tire Width (see D above)	Tire Pressure	Distance between Tire Set Centerlines (see C above)	Centerline Distance to Previous Axle (see A and B above)				
Steering	<b>4000</b> <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs	<b>2</b>	<b>265</b> <input checked="" type="checkbox"/> mm <input type="checkbox"/> in.	<b>80</b>	<b>80</b> <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	<b>n/a</b> <input type="checkbox"/> mm <input type="checkbox"/> in.				
2nd	<b>4800</b> <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs	<b>2</b>	<b>265</b> <input checked="" type="checkbox"/> mm <input type="checkbox"/> in.	<b>80</b>	<b>80</b> <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	<b>174</b> <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.				
3rd	<b>4950</b> <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs	<b>2</b>	<b>265</b> <input checked="" type="checkbox"/> mm <input type="checkbox"/> in.	<b>80</b>	<b>80</b> <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	<b>216</b> <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.				
4th	<b>4950</b> <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs	<b>2</b>	<b>265</b> <input checked="" type="checkbox"/> mm <input type="checkbox"/> in.	<b>80</b>	<b>80</b> <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	<b>36</b> <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.				
5th	<input type="checkbox"/> kg <input type="checkbox"/> lbs		<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.	<input type="checkbox"/> mm <input type="checkbox"/> in.				
6th	<input type="checkbox"/> kg <input type="checkbox"/> lbs		<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.	<input type="checkbox"/> mm <input type="checkbox"/> in.				
7th	<input type="checkbox"/> kg <input type="checkbox"/> lbs		<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.	<input type="checkbox"/> mm <input type="checkbox"/> in.				
Total Axle Weight										

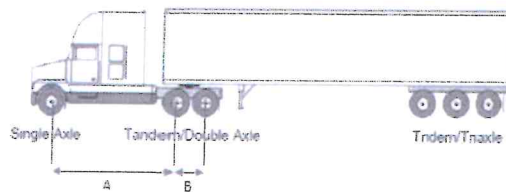
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# Vehicle Equipment Form

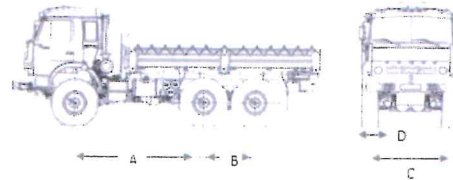
## Wheeled Vehicles

### Road Legal Requirements



Complete the following table for the heaviest axle load per grouping that is road legal.

### Non-Road Legal Requirements



Complete the following table for each vehicle that is not road legal.

Manufacturer:		Western Star			Model:		4900SA		
Equipment description:		Tridem Hydrovac							
Fully loaded gross vehicle weight:		32580			<input checked="" type="checkbox"/> kg <input type="checkbox"/> lbs				
Axle Grouping	Max. Loaded Weight PER Axle	Number of Tires PER Axle	Individual Tire Width (see D above)	Tire Pressure	Distance between Tire Set Centerlines (see C above)	Centerline Distance to Previous Axle (see A and B above)			
Steering	9500 <input checked="" type="checkbox"/> kg <input type="checkbox"/> lbs	2	23 <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	120	2100 <input type="checkbox"/> mm <input type="checkbox"/> in.	n/a <input type="checkbox"/> mm <input type="checkbox"/> in.			
2nd	7660 <input type="checkbox"/> kg <input type="checkbox"/> lbs	4	23 <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	120	2000 <input type="checkbox"/> mm <input type="checkbox"/> in.	2800 <input type="checkbox"/> mm <input type="checkbox"/> in.			
3rd	7660 <input type="checkbox"/> kg <input type="checkbox"/> lbs	4	23 <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	120	2000 <input type="checkbox"/> mm <input type="checkbox"/> in.	820 <input type="checkbox"/> mm <input type="checkbox"/> in.			
4th	7660 <input type="checkbox"/> kg <input type="checkbox"/> lbs	4	23 <input type="checkbox"/> mm <input checked="" type="checkbox"/> in.	120	2000 <input type="checkbox"/> mm <input type="checkbox"/> in.	820 <input type="checkbox"/> mm <input type="checkbox"/> in.			
5th	<input type="checkbox"/> kg <input type="checkbox"/> lbs		<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.	<input type="checkbox"/> mm <input type="checkbox"/> in.			
6th	<input type="checkbox"/> kg <input type="checkbox"/> lbs		<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.	<input type="checkbox"/> mm <input type="checkbox"/> in.			
7th	<input type="checkbox"/> kg <input type="checkbox"/> lbs		<input type="checkbox"/> mm <input type="checkbox"/> in.		<input type="checkbox"/> mm <input type="checkbox"/> in.	<input type="checkbox"/> mm <input type="checkbox"/> in.			
Total Axle Weight									

Add Page

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April 15, 2026

Municipality of Oakland-Wawanesa  
Box 278  
Wawanesa, MB  
R0K 2G0

**RE: Older Mobile to be moved onto Lot 2 Plan 69198 – Municipality of Oakland-Wawanesa Roll: 96448**

Dear: CAO

**Development Proposal:** Mr. Kaden Toews (applicant & landowner) is proposing to relocate a Mobile Home constructed in approximately 1995 that is currently located outside of the Municipality of Oakland-Wawanesa. This office is requesting further information on how the Municipality of Oakland-Wawanesa would like to proceed.

Please note that any Mobile Home older than 15 years requires the approval of council before the appropriate permits can be issued, as per KPD Policy 1-2022 “The Locating of Older Buildings & Dwellings”.

**Keystone Planning District Comments:**

The applicant has stated that he wishes to move this Mobile Home onto a 10 acre lot located approximately 3 miles Northwest of Nesbitt, in which the applicant owns.

This office has received some pictures and videos of the current state of the dwelling in which we will submit to the Municipality of Oakland-Wawanesa. The interior of the Dwelling seems to be in good shape, the exterior of the dwelling also seems to be in decent shape minus some staining on the skirting of the trailer. In the pictures provided, a set of stairs would be required and the secondary door to the dwelling for egress purposes.

Therefore, this office requests that Council consider the following options:

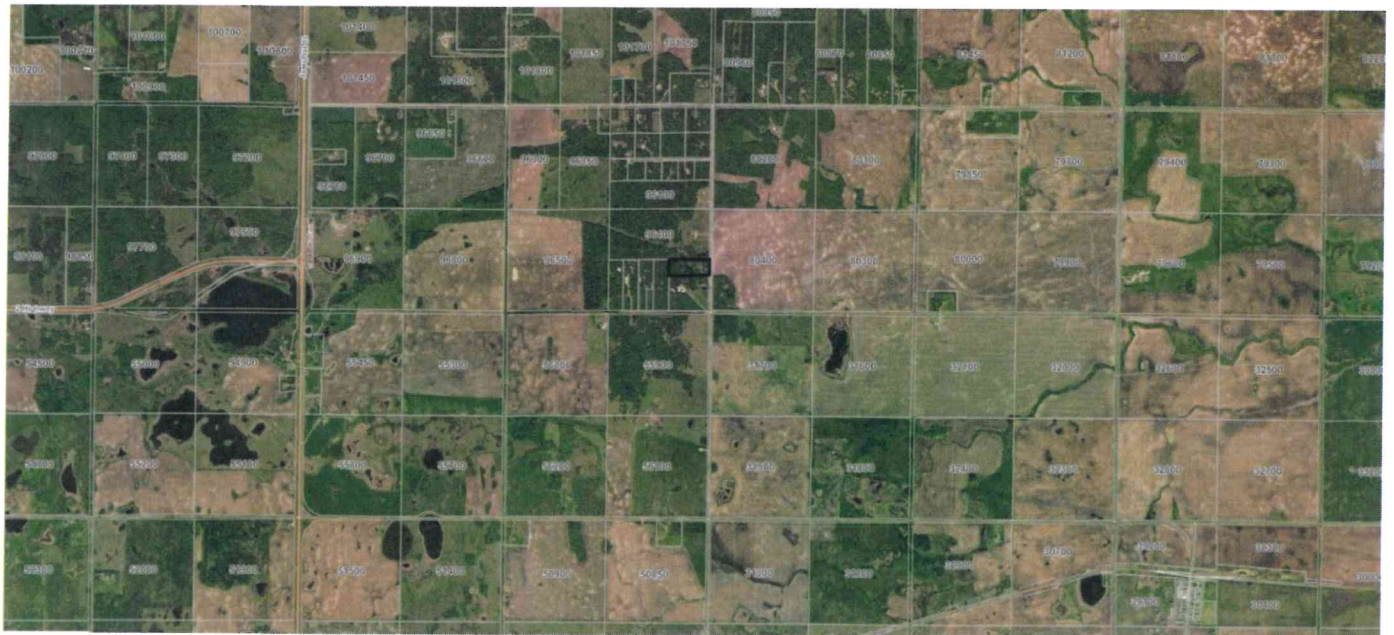
1. Grant permission to the applicant to move this older Mobile Home onto Lot 2 Plan 69198 with no conditions or any conditions that council may see it fit.
2. Reject this application with reasons, a rejected application is not subject to appeal.

Please provide your decision in writing to the Keystone Planning District, if approved a building and development permit will be applied for and granted for the location of this older mobile home.

Regards,

*Brad Roth*

Brad Roth  
Keystone Planning District  
Senior Development Officer | Senior Building Inspector | Senior Plumbing Inspector | CBCO | Fire Inspector |



## Older Mobile Home

---

**From** Inspector <Inspector@keystonepd.ca>

**Date** Mon 2026-04-13 10:29 AM

**To** Joni Swidnicki <cao@oakland-wawanesa.ca>

**Cc** Brady Waddell <inspector2@keystonepd.ca>

 11 attachments (26 MB)

53847.mp4; 53855.mp4; 53867.mp4; Toews Older Mobile.pdf; 53835.jpg; 53838.jpg; 53841.jpg; 53844.jpg; 53905.jpg; 53907.jpg; Map.jpg;

Good Morning

I submit to you a letter, pictures and video for an older home to be moved into the Municipality of Oakland-Wawanesa. With this mobile home being older than 15 years, we require approval of council via resolution before we move ahead with any development or building permits. If you require any more information than what is provided in the letter and pictures please don't hesitate to contact us.

Thank you,

Brad Roth

Senior Development Officer | Senior Building Inspector | Senior Plumbing Inspector | CBCO | Fire Inspector | CET  
|

Site 500, Box 10, RR#5

Brandon, Manitoba R7A 5Y5

Email: [inspector@keystonepd.ca](mailto:inspector@keystonepd.ca)

Cell: 204.901.3307

Office: 204.725.2001

Confidentiality Warning: This email and any attachments may be privileged and/or confidential. Any distribution, use or copying of this email or the information it contains by other than an intended recipient is unauthorized. If you received this email in error, please advise the sender (by return email or otherwise) immediately.













April 13<sup>th</sup>, 2026

Board of RM of Oakland-Wawanesa

**Re: 46131 PR 340 (Kaastra Property)**

The Keystone Planning District has received an application for a second dwelling to house aging parents in the AG Zone (Agricultural General Zone)

As per By-law 04-2019

2.2 d)

vi) There shall be a maximum of one dwelling unit per site or land parcel except for the following:

- (a) dwelling units which are required for family members or employees, who in, are actively involved in the agricultural operation and deriving income from it;
- (b) multiple family dwellings as provided for in this by-law
- (c) secondary suites as provided for in this by-law.

As per 3.6.1

b) ii) Secondary Suite

Not more than one “secondary suite” as defined in **PART 6** of this by-law may be developed as a conditionally approved accessory use and only when it is located on the same zoning site as the principal dwelling to which it is accessory. The secondary dwelling unit may be a detached dwelling unit or be located within and/or forming part of either an existing or newly proposed permitted “farm dwelling” or conditionally approved “nonfarm dwelling”. Notwithstanding the siting and setback requirements for “accessory uses” as provided for in **Table 3.2 of this PART**, all secondary suites shall satisfy all of the siting and setback requirements of **PART 3, Table 3.2** herein applicable to the principal dwelling within which the secondary suite is to be developed and all secondary suites shall not exceed 49% of the total habitable floor space of the principal dwelling in which it is developed. In all cases, where a secondary suite is being proposed, the principal dwelling on the site shall be occupied by the owner of the property. It shall be the responsibility of the proponent to consult with the provincial authority having jurisdiction prior to construction to determine the suitability of the site for the secondary suite and determine the need for any provincial permits, approvals or licenses as may be required associated with new or expanded or modified on-site wastewater collection and drinking water systems and/or the provision of hydro services.



Site 500, Box 10, RR#5  
Brandon MB. R7A 5Y5  
T: 204.725.2001  
F: 204.725.3659  
[www.keystonepd.ca](http://www.keystonepd.ca)

---

As a second home is permitted only for farm activity, I could only do a conditional use for the secondary suite.

The applicant has made very valid points in their application.

In the opinion of The Keystone Planning District this application could approved with a resolution stating that a second dwelling could be erected to allow aging parents to move back to the property.

Korrena Bethinger  
Development Officer

Sjerp (Shep) Kaastra  
Angela Kaastra  
46131 PR 340  
RM of Oakland-Wawanesa  
204-724-3101  
[kaastras@outlook.com](mailto:kaastras@outlook.com)

February 18, 2026

RM of Oakland-Wawanesa  
Box 278  
Wawanesa, MB R0K 2G0

RE: Letter of Intent for Conditional Use Approval – 46131 PR 340, NW 25-8-17W

To the Reeve and Members of Council:

We are writing to formally request Conditional Use Approval to develop a detached second home on our property located at 46131 PR 340, legally described as Pt. of NW 25-8-17WPM.

The purpose of this request is to provide a dedicated, safe, and accessible living space for our aging parents. This arrangement will allow them to maintain their independence while being in close proximity to family for daily support and care.

Our proposal meets the criteria for a conditional use as follows:

- **Neighborhood Compatibility:** The proposed home is designed to match the aesthetic and scale of the existing primary residence. It will be situated south of the existing house, with consideration given to maximize privacy for each dwelling.
- **Minimal Impact:** The development of the second dwelling will have minimal impact on the existing dwelling. There is ample space for these two structures on said property. This second home will not be visible to any neighbours.
- **Consistent with Planning Goals:** This project aligns with the Province of Manitoba *Aging In Place* document that encourages seniors to live in an environment that offers independence while at the same time providing social

---

**Fwd: Kayak dock in Wawanesa**

---

**From** Sandra Smith <sansmith503@gmail.com>  
**Date** Fri 2026-04-10 4:02 PM  
**To** Joni Swidnicki <CAO@oakland-wawanesa.ca>

Seddon Landing  
CR Zone  
Conservation &  
Recreation

Dear Oakland/Wawanesa Council Members,

Good morning,

On behalf of the Wawanesa Women's Group, I have been asked to contact you.

As a group, we are considering a memorial project for a past member, Susan Hore.

Her love of kayaking and the Souris River has brought us to the possibility of purchasing a kayak dock for the Seddon Landing area. I have contacted Natural Resources and Indigenous Futures to request information. I have included the most recent correspondence for your reference.

It is clear that we would need the support of the Municipality to continue with this project. This email would be the first step to requesting consideration of this type of addition to our community.

We are thinking that the WWG would purchase and supply the dock, with cooperation of the Municipality for ownership, inclusion in insurance coverage, etc.

We look forward to hearing from you.

Sandra Smith

Begin forwarded message:

**From:** "LeBlanc, Kirsten" <Kirsten.LeBlanc@gov.mb.ca>  
**Subject:** RE: Kayak dock in Wawanesa  
**Date:** March 12, 2026 at 4:24:29 PM CDT  
**To:** "sansmith503@gmail.com" <sansmith503@gmail.com>

Hey Sandra,

Here is some information regarding applying for a kayak dock under the Crown Lands Act.

Once you have a potential location selected, please send it to me so I can confirm whether the land is Crown land or falls under another jurisdiction. Much of the land along the Souris River in Wawanesa is privately owned, so you may need permission from the landowner to access the shoreline. This information is typically required as part of the application. You'll also want to consider how people will access the dock and where parking would be located.

In terms of eligibility, if you are applying as an association, you will need to provide a copy of the most recent signed board meeting minutes. In many cases, the application is more strongly supported if the Municipality submits it on your behalf. A letter of support from the Municipality will also be required, confirming that the proposed use complies with all applicable zoning and planning by-laws.

The application fee is \$52.50. The applicant will likely need to obtain liability insurance, which will be clarified during the review process. Annual rent for a dock typically ranges from \$50 to \$210 + associated taxes.

Next steps: Once you have a location in mind, please send it my way and I can provide a more detailed assessment of what will be required.

Any questions let me know!

**Kirsten LeBlanc**

Crown Land Specialist

Lands Branch

Natural Resources and Indigenous Futures

Box 20,000 - 123 Main St, Neepawa, MB R0J 1H0

T: (204) 476-0053 E: [kirsten.leblanc@gov.mb.ca](mailto:kirsten.leblanc@gov.mb.ca)

<image001.jpeg>

---

**From:** Sandra Smith <sansmith503@gmail.com>

**Sent:** March 9, 2026 10:30 AM

**To:** LeBlanc, Kirsten <Kirsten.LeBlanc@gov.mb.ca>

**Subject:** Kayak dock in Wawanesa

Hi there, we just spoke regarding the possibility of installation of a kayak dock on the Souris River in Wawanesa.

Thanks for the information!

Sandra Smith

Wawanesa Women's Group

recipient is unauthorized. If you received this email in error, please advise the sender (by return email or otherwise) immediately.

**Re: Plumbing issue**

---

**From** Joni Swidnicki <cao@oakland-wawanesa.ca>  
**Date** Thu 2026-04-02 9:08 AM  
**To** Tannis Rathwell <trathwell@yahoo.com>

Hi Tannis,

I have placed it in the agenda folder for April 21.

Joni

---

**From:** Tannis Rathwell <trathwell@yahoo.com>  
**Sent:** April 1, 2026 11:42 AM  
**To:** Joni Swidnicki <cao@oakland-wawanesa.ca>  
**Subject:** Plumbing issue

Hello I was writing to see if council would reimburse me the expense I paid out of pocket for sewer plug on my property 331 commercial st. March 25-26. Turns out was a break on town property. I have attached both invoices. Drew was involved in the locate and getting company here to fix March 27. Total was \$582.40.

I hope this is what you need to discuss.

Thank you

Tannis Rathwell

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INFORMATION REQUIRED  
UNIVERSITY SERVICES  
305 VANDERBURG AVE E  
BRANDON MB

**JNPLUG** 5302  
**R SERVICES LTD.**

cleaning • Sewer Jet Service • Steamer • CCTV  
0052 Toll Free: 1-888-726-2252  
350, Brandon, Manitoba R7A 5Y1

**Purchase**

Mar 28, 2026 11:23:30  
VISA \*\*\*\*\*3772  
TID \*\*\*\*\*  
Sequence 001 267  
Auth# 099317 Response 01-007  
Batch 001  
Amount \$ 448.00  
**Total \$ 448.00**

4000090031 010 VISA CREDIT  
TVR 008009000 TSI 1800

**Approved**

Important: Retain this copy for your records

Cardholder signs

**PAYMENT DUE UPON RECEIPT OF INVOICE**

<i>thwell</i>	DATE
<i>mercial</i>	<i>Mar 26/26</i>
	ORDER NO.
TELEPHONE NO.	A.M. P.M.

CAUSED BY SEWER BACKUP CONTRACTOR NOT RESPONSIBLE FOR  
EQUIPMENT GETTING LOGGED  
EQUIPMENT SHALL BECOME THE RESPONSIBILITY OF THE OWNER  
DURING STEAMING, POWERWASHING, JETTING, HYDRO

WORK BELOW TO BE DONE TOGETHER WITH NECESSARY EQUIPMENT  
FOR MEN'S SAKE.

*Attwell*

UNRECORDED	AMOUNT
<i>Travel + Robt-Root - locate.</i>	<i>400.00</i>
<i>Robt-Root line, Couldn't get past 75'</i>	
<i>Locate line to problem area.</i>	
<i>Paid</i>	
<i>VISA</i>	
<i>PSI</i>	<i>28.00</i>
<i>GST</i>	<i>20.00</i>

GST# R105460166

**TOTAL 448.00**

*Thank You for Your Patronage*

PAYMENT RECEIVED  CASH  CHEQUE

**TOTAL**

Customer signed invoice

# Invoice

Date: March 21 2025

Invoice #: 00478

## MASTER PLAN PLUMBING & HVAC LTD

Unit 202, Bayview Mall, 8000, L3B

Phone: 299-126-2998

Email: masterplanplumbingandhvac@gmail.com

GST# R123067878901

The "Master Plan"

233 Commercial Street

Markham, ON M3B 2K5

1-800-467-2222

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
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Water main replacement - Markham

120.00

Subtotal	120.00
GST	6.00
PST	0.40
Total	126.40

PA  
of transfer  
April 11

Thank you for your business!

Please make cheques payable to Master Plan Plumbing & HVAC Ltd  
For e-Transfers please forward to masterplanplumbingandhvac@outlook.com

Sent from my iPhone



## **Municipality of Oakland-Wawanesa**

Box 278

Wawanesa, Manitoba, R0K 2G0

204-824-2666

[pw@oakland-wawanesa.ca](mailto:pw@oakland-wawanesa.ca)

**RFQ #03-26**

**2026 Gravel Crushing**

The Municipality of Oakland-Wawanesa is accepting sealed tenders for the crushing of traffic gravel at the Leachman pit located at NE 25-7-17 and the municipal pit at NE 34-8-17W for a 3 year term (2026-2028) with the option for council to negotiate with the contractor to extend the contract for 1 additional year (2029).

Questions can be directed to  
Chelsea Long: Public Works Manager  
204-824-2666

## **INSTRUCTION TO BIDDERS**

### **1. Preparation of Tenders:**

- a) Each Bidder shall specify in its tender the unit price per cubic yard of measurement for:
- b) - 15,000 cubic yards of Class A traffic gravel or suitable equivalent agreed upon by the public works manager
- c) Term of the crushing contract will be for a 3-year term starting in 2026 and concluding Dec 2028.
- d) The Municipality of Oakland-Wawanesa reserves the right to request additional crushing at the same bid price. Request will be made either prior to crush taking place, or during the crushing process. Request will be presented in writing and will be seen as an extension to the agreement to be signed by both the Municipality and the Contractor. The additional crush amount will be subject to the same conditions, including the overage percentage maximum of 5%.
- e) A minimum of 5 random samples (sieve tests) during the gravel crushing process must be taken by the successful bidder and tested by a certified testing facility to ensure the type of gravel being produced is Class A traffic gravel or suitable equivalent. Failure to meet specification may result in the Municipality stopping crushing. Failure at any time to meet the gravel specifications as listed above, will require the successful bidder to replace substandard material with material meeting the above specifications.
- f) Goods and Services – The tender unit price shall not include Goods and Services Tax.

### **2. Delivery of Tender:**

- a) Each tender must be hand delivered or mailed and sealed with the words "2026 Gravel Crushing RFQ 03-26" to the:

Mailed to:

**MUNICIPALITY OF OAKLAND-WAWANESA**  
Attention: Joni Swidnicki – Chief Administrative Officer  
Box 278  
Wawanesa, MB  
R0K 2G0

Delivered to:

106 Fourth Street, Wawanesa, Manitoba

- b) All forms of tender submissions must be completed by Friday May 15th, 2026, 4:00pm. No proposal received after this time will be considered.
- c) Email or Fax delivery method will not be accepted.

**3. Opening of Tenders:**

- a) Tenders will be unsealed at the specified closing time and placed in a file to be considered in-camera at the next meeting of Council. The awarding of tenders shall be done in open session, and bidders are welcome to attend the meeting.

**4. Tender Submissions:**

All tenders shall include the following:

- a) Price per crushed cubic yard
- b) Complete listing of equipment/machinery relevant to the completion of the Gravel Crush
- c) Copy of an up-to-date letter of Good Standing with the Manitoba Workers Compensation Board
- d) Copy of valid liability insurance
- e) Three business related references for similar crushing work previously done (no personal references will be accepted)
- f) Anticipated crushing start date

**5. Tender Acceptance:**

- a) The Municipality reserves the right to refuse to accept any or all tenders, and the lowest tender or any tender will not necessarily be accepted.
- b) Without limiting the generality of the foregoing, any tender may be rejected which is incomplete, obscure, or irregular.
- c) The Municipality reserves the right to cancel the acceptance of any tender at any time before the execution of the contract by all parties without any liability against the Municipality.

**6. Late Tenders:**

- a) Tenders received after the time and date specified in Clause (2.2) will not be considered.

**7. Validity of Tenders:**

- a) A bidder may, without prejudice to himself, withdraw his tender at any time up to within two (2) hours of the time specified in Clause (2.2).
- b) Tenders received and not rejected will be valid for a period of thirty (30) days from the date of the opening of the Tender.

**8. Tender Limitations:**

- a) Oral and telephone tenders will not be considered.
- b) Modifications will only be accepted in writing by the means noted in Clause (2) and must be received before the date shown in Clause (2.2).

**7. Tender Omission:**

- a) Council reserves the right to consider tenders with minor omissions provided that the bidder, if successful in the tender awarding, can rectify the omission within five (5) days of the tender being awarded.

**8. Labor, Materials & Equipment:**

- a) The successful bidder shall supply all supervision, labor, materials, equipment, tools and all other things necessary for the complete supply and delivery as indicated or intended by the specifications which form part of this document.
- b) The unit price submitted shall include the supply and delivery of all supervision, labor, materials, equipment, tools and all other things necessary for the complete supply of the work.

**9. Successful Tender:**

- a) The successful bidder may be required to sign a Contract Agreement for a 3-year term.
- b) If the successful bidder refuses or neglects to sign the Contract Agreement within seven (7) days after the notice that the bidder has been successful in procuring the job, the Municipality of Oakland-Wawanesa reserves the right to cancel the tender and award it to the next bidder considered appropriate by council

**10. Gravel Specifications**

- a) Gravel shall be ¾' crush with an average clay content of 14%
- b) Blending clay during crushing operations may be required in order to achieve the required 14% clay content.
- c) Blending will be achieved via a secondary feeder hopper
- d) The municipality will provide a clay stockpile onsite for the contractor to use for blending to achieve required specification.

**11. Area for Crusher Setup and Pile Locations:**

- a) The Municipality of Oakland-Wawanesa will have specific areas within the Leachman and municipal gravel pits where the successful bidder shall setup their equipment and where the crushed product is to be piled.
- b) Pre-crush meeting must take place with the public works manager prior to equipment being moved into the pit to advise on where the crusher is expected to be setup and where the stockpile site should be.
- c) Each area will be clearly identified and marked by the public works manager prior to commencement of gravel crushing.
- d) Each bidder is recommended to familiarize themselves with the pit and the crushing requirements.
- e) If a bidder wishes to have an onsite review of the pit, contact with the public works manager is required, and further, the Public Works Manager may be required to accompany the bidder or their representative at the pit.
- f) The successful bidder will be limited to activity at the pit being for crushing purposes only and understands that no onsite accommodation will be allowed for other activities (including overnight accommodations).

**12. Commencement and Completion of Work:**

- a) Time will be of the essence with a completion date for crushing being no later than July 18<sup>th</sup>, each year of the contract. If crushing is not completed by July 18<sup>th</sup>, each year of the contract the municipality will be entitled to damages of \$1000/day until crushing is completed.
- b) Pit located NE 25-7-17 (Leachman) has the possibility of having a separate crusher occupying the pit to produce a different product for others. In order to ensure safety and adequate space for crushing and maneuverability, the successful bidder is advised to keep in contact with the Public Works Manager if their proposed crushing start date for this pit changes.

**13. Gravel Overage:**

- a) The successful bidder shall not crush more than 5% over the required amount of each gravel type required by the Municipality – as shown in Clause (1).
- b) If additional crushing is required by the Municipality as noted in Clause (1), the successful bidder shall not crush more than 5% of the required total volume for each gravel type.

**14. Measurement of Gravel - Shrinkage:**

- a) The successful bidder shall advise the Public Works Manager immediately upon completion of crush.
- b) Measurement of crushed and any reject gravel will be done by survey measurements of the stockpile, and measurement will take place within 10 days after crushing, provided the weather is conducive to perform this activity.

- c) The volume of gravel shall be measured in cubic yards. The successful bidder shall utilize the services of a qualified engineer or registered independent surveyor.
- d) Payment of the measurement shall be the responsibility of the successful bidder.
- e) The successful bidder will forward the pile measurements to the Municipality immediately upon receipt.
- f) Pile measurement will be the method by which payment will be based.
- g) There shall be no allowance for shrinkage if measurement takes place within the (10) day period. If measurement is done after 10 days, then an allowance of 2% shrinkage will be added to each pile measurement.
- h) Under no circumstances will the Municipality pay for gravel that exceeds an amount over 5% of the requested crush volumes.

Passing Standard Sieves	Class "A" Gravel
25 mm sieve	
19 mm sieve	100 %
16 mm sieve	
12.5 sieve	75 – 90 %
4.75 mm sieve	45 – 70 %
425 um sieve	10 – 35 %
75 um sieve	8 – 15 %
Min. Crush Count	35 %
Max. L.A Abrasion Loss	45 %
Max. Shale Content	12 %

**15. Payment:**

- a) Payment of crushing shall be based upon final pile measurements and at the contract unit price per cubic yard.
- b) The unit price will be full compensation for stripping, excavating, loading, crushing, mixing, and stockpiling the gravel.
- c) The unit price will also be full compensation for any costs the successful Bidder incurs such as mobilization, supervision, labor, road maintenance fees, permits, materials, equipment, tools and all other items necessary for the complete supply of the work to achieve the gravel requirements.
- d) Payment shall not be made for any gravel crushed which exceeds 5% of the Municipality's required volume.
- e) Final payment will be made upon receipt of invoice from the successful bidder and will be made within 30 days of receipt of invoice and upon receipt from the successful bidder of the following documents:
  - Copy of the surveyed measurements of the stockpile from an engineer of independent surveyor
  - Copy of the gravel specification results from an independent testing facility
- f) Consideration will not be given to fuel surcharges or any other additional fees which are not included in the unit price as indicated on the tender form.

**16. Insurance and Safety:**

- a) "The successful bidder will be required to provide a Certificate of Insurance evidencing \$2,000,000 Commercial General Liability insurance and the Municipality of Oakland-Wawanesa will be added as Additional Insured with 30 days notice of cancellation. The successful bidder shall also maintain current insurance and licensing for equipment and personnel for the duration of the crushing operations. The Municipality shall have the right to cancel or suspend the contract in the event insurance coverage is cancelled. "

**18.2.** Successful bidder must provide information to the Municipality of its safety program and will be required to submit any necessary safety paperwork when requested.

See bid sheet attached

**SECTION II - Tender Forms**  
Schedule of Prices for Gravel Crushing

\*If price increases are anticipated for subsequent years, the bidder shall submit an additional Section II – Tender form

**Contract Year:** \_\_\_\_\_  
Define contract year or years

Gravel	Units	Yards	Cost per yard
Class "A" Traffic Gravel	Yards	15,000	\$

Anticipated start date: \_\_\_\_\_

Anticipated finish date: \_\_\_\_\_

I, We,

\_\_\_\_\_  
the undersigned, (having examined the invitation and instructions to Bidders and the contract documents for performance of the Works for RFQ #25-02) offer to perform the Works in conformity with the said documents and to enter into an agreement according to the terms and conditions set out within this tender package, in consideration of the sum arrived at as may be ascertained in accordance with said documents.

**Contractor**  
**SEAL OR WITNESS BIDDER**  
(Print) \_\_\_\_\_

**BIDDER**  
(Signature) \_\_\_\_\_

DATE: \_\_\_\_\_

**THE MUNICIPALITY OF OAKLAND-WAWANESA**

**Head of Council:**  
Print: \_\_\_\_\_

Signature: \_\_\_\_\_

**CAO:**  
Print: \_\_\_\_\_

Signature: \_\_\_\_\_



## **Municipality of Oakland-Wawanesa**

Box 278

Wawanesa, Manitoba, R0K 2G0

204-824-2666

[pw@oakland-wawanesa.ca](mailto:pw@oakland-wawanesa.ca)

**RFQ 04-2026**

**Wawanesa Paving**

RE: **Quotation #04-2026 – Paving in Wawanesa**

### GENERAL INFORMATION

The Municipality of Oakland-Wawanesa is seeking quotes for asphalt paving for road improvements in Wawanesa, MB, including road repaving, road reconstruction and patchwork.

### SCOPE OF OPERATIONS

**Opportunity to view sites with Public Works will be June 5th, at 11:00 am at 120 Commercial Street – the Public Works shop in Wawanesa. The projects under consideration are:**

**Commercial Street – from Fourth Street to Seventh Street  
Patch work in Wawanesa – areas to be determined**

Work will include but not limited to:

- Perform required saw cutting of existing surface
- Excavate and remove the necessary excess material
- Perform shaping and compaction of sub-base
- Supply and place 150mm of class “A” granular base
- Supply and place 50mm of asphalt

### MEASUREMENT AND PAYMENT

The unit price for “repaving, reconstruction and patchwork” will be payment in full for supplying, excavating, loading, hauling, and depositing on the roadway, levelling, compacting, and for all other operations necessary or incidental thereto.

The Contractor is required to assume responsibility for all safety requirements as per Workplace Safety and Health. Proof of current Workers’ Compensation Insurance is required.

### SPECIFICATIONS

Successful bidder will organize a time with the Public Works manager to determine an adequate job timeline. Work must be approved by the Public Works Manager.

The Contractor is required to assume responsibility for all safety requirements as per Workplace Safety and Health. Proof of current Workers’ Compensation Insurance is required.

## ENQUIRIES

Enquiries can be directed to:

Chelsea Long  
Public Works Manager  
Email: [pw@oakland-wawanesa.ca](mailto:pw@oakland-wawanesa.ca)  
Telephone: 204-901-4603

## QUOTES

Quotes shall be mailed or delivered in a sealed envelope clearly marked as: "Confidential – Paving in Wawanesa" and must be received by 4:00pm by Friday, June 19th, 2026.

Mail to:           Municipality of Oakland-Wawanesa  
                      Box 278  
                      Wawanesa, MB R0K 2G0

Hand Delivered to:   Municipality of Oakland-Wawanesa  
                              106 – Fourth Street  
                              Wawanesa, MB.

**BID SHEET**

**Contractor Name and Address:**

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<b>Project</b>	<b>Unit Price</b>
<b>Commercial Street – Fourth St to Seventh St</b>	
<b>Patch Work</b>	



**Weed Maintenance Proposal MTI 2026  
Public Works – By: Chelsea Long  
May 19<sup>th</sup>, 2026**

**BACKGROUND:**

Manitoba Transportation and Infrastructure (MTI) has approached our Municipality again to enter into an agreement with MTI to jointly help with maintaining the noxious weeds along PR 453 and PR 344 in the Municipality of Oakland-Wawanesa. This includes 36 miles of roadside spraying. Many of these weeds have been impossible to control as seed dispersal and stolen root growth have taken over. The main objective is to aid farmers with noxious weeds contaminating crops.

**LEGISLATION:**

**The Noxious Weeds Act, C.C.S.M. c. N110**

"Every owner or occupant of land shall contain and control noxious weeds on his land and prevent the spread of noxious weeds to other lands."

**Responsibility to destroy or control noxious weeds**

**3(1)** A person must

- a) destroy all tier 1 noxious weeds that are on land that the person owns or occupies.
- b) destroy all tier 2 noxious weeds that are on land that the person owns or occupies if the area colonized by the weeds is less than 20 acres;
- c) control all tier 2 noxious weeds that are on land that the person owns or occupies if the area colonized by the weeds is 20 acres or more.

**OPTIONS:**

- 1) To control and maintain noxious weeds along PR 453 and PR 344 in our municipality to improve our own weed control program and receive compensation for the service.
  
- 2) Decline request and have MTI maintain weed spraying on all provincial roads.

**RECOMMENDATION:**

BE IT RESOLVED that a weed spraying agreement be entered into with Manitoba Transportation and Infrastructure for 2026 for service along PR 453 as outlined in the Schedules previously distributed.

**COST:**

Navius Flex, Surfactant and Adjuvant = \$10,084

Equipment and Labour = \$15,070

2026 Prices

\$210.00/hour Spray Truck

\$75.00/ labour

\$135.00/hour Water Tank =

**TOTAL = \$25,154 +tax**

Increased prices as per CPI index and fuel surcharge

2025 Prices

Rates

\$189/hour Spray Truck

\$70.00/ labour

\$120.00/hour Water Tank =

## Manitoba Transportation & Infrastructure Approved Product List 2026

Product	PCP#	Active Ingredients		
Vanquish Herbicide	26980	dicamba	----	----
Oracle Dicamba Agricultural Herbicide	26722	dicamba	----	----
2,4-D Amine 600 Herbicide- Expires 2024-12-31	5931	2,4-D	----	----
Nufarm 2,4-D Amine 600 Liquid Herbicide	14726	2,4-D	----	----
IpcO 2,4-D Amine 600 Liquid Herbicide - Expires 2024-12- 31	17511	2,4-D	----	----
VisionMax Silviculture Herbicide	27736	glyphosate	----	----
Par III Commercial Liquid Turf Herbicide	27884	mecoprop-p	2,4-D	----
Nufarm Trillion Turf Herbicide	27972	dicamba	2,4-D	----
IPCO Premium 3-Way XP Herbicide	27846	dicamba	2,4-D	----
Milestone Herbicide	28517	aminopyralid	----	----
Clearview Herbicide	29752	aminopyralid	metsulfuron-methyl	----
Dupont Escort Herbicide 60% Dry Flowable	23005	metsulfuron- methyl	----	----
Navius VM Herbicide - Expires 2024-12-31	31382	metsulfuron- methyl	aminocyclopyrachl or	----
Overdrive Herbicide	30065	diflufenzopyr	dicamba	----
Tordon 22K Herbicide	9005	picloram	----	----
Tordon 101 Herbicide	9007	picloram	2,4-D	----
Aspect Herbicide	31641	picloram	2,4-D	----
Dupont Truvist Herbicide - Expires 2024-12-31	30920	chlorsulfuron	aminocyclopyrachl or	----
Fiesta Lawn Weed Killer	29535	iron (present as FeHEDTA)	----	----
Roundup Transorb HC Liquid Herbicide	28198	glyphosate	----	----
R/T 540 Liquid Herbicide	28487	glyphosate	----	----
Nufarm Credit Liquid Herbicide	25866	glyphosate	----	----
IPCO Factor 540 Liquid Herbicide	27988	glyphosate	----	----
StartUp Herbicide	29498	glyphosate	----	----
Garlon 4 Herbicide	21053	triclopyr	----	----
Garlon Ultra Herbicide	28434	triclopyr	----	----
Garlon XRT Herbicide - Restricted	28945	triclopyr	----	----
Aspect Herbicide	31641	picloram	2,4-D	----
Lontrel 360 Herbicide	23545	clopyralid	----	----
Lontrel XC Herbicide	32795	clopyralid	----	----
Munger Horticultural Vinegar Plus	29405	acetic acid	----	----
LI 700	23026	surfactant blend	----	----
Milestone Nxt Herbicide	34728	aminopyralid	florpyrauxifen	----
Gateway Adjuvant - Expires 2024-12-31	31470	mineral oil	surfactant blend	----
Valtera Herbicide	29230	flumioxazin	----	----
Esplanade SC Herbicide	31333	indaziflam	----	----
Sightline B Herbicide	30795	fluroxypyr	----	----
Sightline A Herbicide	30409	aminopyralid	metsulfuron-methyl	----
Reclaim B Herbicide	29750	2,4-D	----	----

Product	PCP#	Active Ingredients		
Salvo 2,4-D Ester 700 Herbicide - Expires 2024- 12-31	27818	2,4-D	----	----
Nufarm 2,4-D Ester 700 Liquid Herbicide - Restricted	27820	2,4-D	----	----
Banvel VM Herbicide	29249	dicamba	----	----
Detail	32773	saflufenacil	----	----
Arsenal Herbicide	23713	imazapyr	----	----
Arsenal Powerline Herbicide	30203	imazapyr	----	----
Navius Flex	30922	metsulfuron- methyl	aminocyclopyrachl or	----
Nufarm Estaprop XT Liquid Herbicide	29660	dichlorprop-p	2,4-D	----
Telar Herbicide Toss-N-Go Bags	21533	chlorsulfuron	----	----
Xtendimax with Vaporgrip Technology	31896	dicamba	----	----
Hasten NT Ultra Spray Adjuvant	31760	methyl and ethyl oleate (esterified vegetable oil)	octadec-9-enoic acid, ethyl ester	----



Box 278, Wawanesa, Manitoba R0K 2G0  
Phone: (204) 824-2666

April 14, 2026

TO: Members of Council  
FROM: Joni Swidnicki, CAO  
RE: By-Election for Ward Councillor

### **Background**

A letter of resignation was received on April 10, 2026 from Councillor Rome. In accordance with The Municipal Act, the resignation is effective the day it was received, in writing, by the Chief Administrative Officer. Also in accordance with Act, the Chief Administrative Officer is required to provide a report to Council at its next regular meeting.

### **Discussion**

The Act outlines the following:

#### **By-election to fill vacancy on council**

**105(1)** Subject to section 102 (vacancy after election), a council must hold a by-election to fill a vacancy on the council as soon as is reasonably possible unless

- (a) the vacancy occurs in the six months before the next general election; or
- (b) the vacancy occurs in the 12 months before the next general election and the remaining members
  - (i) are a majority of the number of members comprising the council, and
  - (ii) decide not to hold a by-election.

In this instance, the vacancy has occurred in the 12 months before the next general election, which requires Council to decide whether or not to hold a by-election.

To accommodate legislated timelines, a minimum of eight weeks notice would be required to hold a by-election, meaning it could not held before mid June, and the next general election is October 28.

**Recommendation**

WHEREAS Councillor Rome has resigned his position creating a vacancy for a ward councillor;

AND WHEREAS the earliest a by-election could be held would be mid-June;

AND WHEREAS there will be a general election on October 28, 2026;

THEREFORE BE IT RESOLVED that no by-election be held to fill the vacant ward councillor position.

**Manitoba Municipal Online - March 2026**

Roll No	Property Address	Dwelling Unit	Issued Date
95000	28/31-2-33	0	03/10/2026
229300	250 SECOND ST	1	03/10/2026
60700	23 6TH ST	1	03/24/2026
92000	47163 ROAD 104W	1	03/24/2026
208200	135 FIFTH ST	1	03/24/2026
21650	DESC NE8-7-18W	0	03/31/2026
216700	407 GEORGE ST	1	03/31/2026

No Subdivisions

No Consolidations